

# DAYS 1-30 *checklist*



## DAYS 1-14

PG.	TASK	DONE
1	Activate FMLS & GMLS Memberships	<input type="checkbox"/>
1	Pay NAMAR Dues	<input type="checkbox"/>
1	Sign-up and Complete FMLS & GMLS online trainings	<input type="checkbox"/>
1	Take Professional Headshots and meet with Southeast Mortgage	<input type="checkbox"/>
1	Meet with Michelle Bellile	<input type="checkbox"/>
1	Join Facebook Groups	<input type="checkbox"/>
2	Create RE/MAX Center Voicemail	<input type="checkbox"/>
2	Complete Sphere of Influence List- Must have at least 50 Names	<input type="checkbox"/>
2	Send out Announcement Letters at the end of your 2 weeks	<input type="checkbox"/>
3	Order your SUPRA Key	<input type="checkbox"/>
3	Watch Agreement Training Videos- Complete all practice and answer tutorial questions	<input type="checkbox"/>
3	Complete Office Orientation with your Office Manager	<input type="checkbox"/>

Add Weekly Meetings to Calendar | Add Instructions

## DAYS 15-30

PG.	TASK	DONE
4	Complete appFiles Training for New Agents	<input type="checkbox"/>
4	Write, Present, and Review 3 practice offers with Haley	<input type="checkbox"/>
	Watch 4 Pillars Videos on New Agent Hub   Needs instructions	<input type="checkbox"/>
5	Complete 4 Pillars with Lori	<input type="checkbox"/>

