

Weekly Summary Report



Week of: _____/_____/_____

I expect to work _____ hours

I expect to take _____ Listings and write _____ Offers

I expect _____ Listing Conversations and _____ Buyer Conversations

I expect to visit/call _____ FSBOs and visit/call _____ Expired Listings

I expect to hold _____ Open Houses

I expect to call _____ people around JL/JS and _____ people in farm

I expect to call _____ people in sphere

I expect to write _____ personal notes

I expect to add _____ people to my database

I expect to place _____ Facebook/internet ads

I actually worked _____ hours of which _____ were classified as waste

I actually took _____ Listings and wrote _____ Offers

I had _____ Listing Conversations and _____ Buyer Conversations

I visited/called _____ FSBOs and visited/called _____ Expired Listings

I held _____ Open Houses and had _____ Prospects walk thru

I called _____ people in my network and wrote _____ personal notes

I added _____ people in my network

My Inventory consists of _____ Listings and _____ "A" Buyers

I have _____ executed agreements expected to close in the next 30 days

I have _____ seller leads for follow up and _____ buyer leads for follow up

I can sum up my week by saying: "I'm glad I did!" or "I wish I had"