

Business Activity Grid



Sales Associate:								Coach (Print Name:)																					
Sales Associate Signature:								Coach Signature:																					
	Week 1							Week 2							Week 3							Week 4							
Coach Initials (for each week)	Coach:							Coach:							Coach:							Coach:							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Activity Total
Attend CE class (1)																													
Call 5 past customers and ask for business (2)																													
Make 10 contacts with your farm (2)																													
Contact an Expired Listing (2)																													
Face to face with expired listing (3)																													
Contact a FSBO (2)																													
Face to face with FSBO (3)																													
Preview 4 properties (1)																													
Collect 10 e-mail addresses (1)																													
5 Seven Second Presentations (2)																													
Conduct an open house (4)																													
Conduct a listing or buyer presentation (3)																													
Take a salable listing (3)																													
Write an accepted sales contract (3)																													
Conduct a Showing (3)																													
Tell 20 Face to face around listing (5)																													
Send 25 e-newsletters (2)																													
Send 25 e-cards (2)																													
5 Note mail outs (1)																													
5 Note follow-ups (1)																													
Just Listed/Just Sold min 50 (3)																													
Set up profile page on stringhamwest.com (4)																													
Attend office meeting (2)																													
Opportunity time (1 point per hour)																													
Go to subdivision-meet builder (2)																													
Send 5 Thank you notes (1)																													
Daily Totals																													
Your total points by week are:																													
Weekly Goal Points	25							25							25							25							