



SALES MEETING VIDEO SERIES

SELF MANAGEMENT

Purpose:

This video session is designed to provide the skills and techniques needed to deal with the following questions:

- ✓ Do you know what you should do but you just don't do it?
- ✓ Do you find yourself with more To-Do's than day?
- ✓ Do you feel you could be better at Time Management?

Areas for Improvement:

Company Key Management Numbers:

Listing Income Chain:

Buyer Income Chain:

- | | | |
|---|-------------------------------------|---|
| <input type="radio"/> Average Price/Transaction | ● <u>Contacts</u> | ● <u>Contacts or Inquiry</u> |
| <input type="radio"/> Average Commission/Trans Side | ● <u>Appointments</u> | ● <u>Appointment Process</u> |
| <input type="radio"/> Percent of Business from Listings | <input type="radio"/> Presentations | <input type="radio"/> Credit Qualification |
| <input type="radio"/> Listing Inventory Sales Rate | ● <u>Listings</u> | <input type="radio"/> Selection & Demonstration |
| <input type="radio"/> Average Days on Market | <input type="radio"/> Sales | <input type="radio"/> Contract |
| <input type="radio"/> Percentage of Sales that Close | ● <u>Close</u> | ● <u>Close</u> |

Next Steps and Reinforcement:

These "Next Steps" are reviewed at the end of the video. They will help you create the environment for discussion with your team.

- ✓ Take some time to discuss the power of being accountable
- ✓ Start using a Week at a Glance and a To Do List Consistently
- ✓ Set Deadlines to have a plan in place and a Mentor, Manager or Coach

Recommendations for Additional Discussion and Reinforcement:

N/A