



**Agent Name**

**0-30 Days**

Day	✓	Indicates the activity is completed		
<b>Admin</b>			<b>Target Date</b>	<b>Actual Date</b>
1		Format Signature on email and mobile device to match Turner Team Branding		
1		Skype – Add Turner Team staff to your contacts		
1		Sign Buyer Specialist Agreement		
1		Read & Sign Turner Team Inc. Operations Manual		
1		Recommended – Create/update social media profiles		
<b>Training</b>			<b>Target Date</b>	<b>Actual Date</b>
		Take KW Ignite	<b>First Avail</b>	
		Attend RMLS training session	<b>First Avail</b>	
		Consult with Shane Musselwhite on the Mortgage Process	<b>First Avail</b>	
		Consult with Evan Swanson on the Mortgage Process	<b>First Avail</b>	
		Consult with Brandy Oliver-Fuller on the Escrow Process	<b>First Avail</b>	
		KW Forms Training: Pre-Offer Forms, Sales Contracts, Supplemental Forms	<b>First Avail</b>	
4		DocuSign For Real Estate – Getting Started 101 <a href="https://www.docusign.com/support/webinars/docusign-for-real-estate-getting-started-101">https://www.docusign.com/support/webinars/docusign-for-real-estate-getting-started-101</a>		
4		ZipForms – Training Video <a href="http://support.zipform.com/zf6/6_videos.asp">http://support.zipform.com/zf6/6_videos.asp</a>		
4		TigerLead Paws Training Video <a href="http://www.tigerlead.com/videoportal/pawstraining/">http://www.tigerlead.com/videoportal/pawstraining/</a>		
4		BoomTown Training Videos <a href="http://support.boomtownroi.com/knowledgebase/articles/376961-lead-central">http://support.boomtownroi.com/knowledgebase/articles/376961-lead-central</a>		
4		Cloud CMA Training <a href="http://support.cloudcma.com/customer/portal/articles/688579-kick-start-video">http://support.cloudcma.com/customer/portal/articles/688579-kick-start-video</a> <a href="http://support.cloudcma.com/customer/portal/articles/687852-getting-started-with-cloud-cma-video">http://support.cloudcma.com/customer/portal/articles/687852-getting-started-with-cloud-cma-video</a> <a href="http://support.cloudcma.com/customer/portal/articles/689899-cloud-cma-daily-webinar-video">http://support.cloudcma.com/customer/portal/articles/689899-cloud-cma-daily-webinar-video</a>		
4		Register on PortlandHomeExplorer.com and		



		LivePortlandMetro.com to receive Client Care phone call to have user experience		
4		Visit and register on the following sites: TurnerRealtors.com LiveNWpdx.com PortlandRealEstateBlog.com		

Coaching		Target Date	Actual Date
		Weekly Accountability with Jenny Turner	Ongoing
		Attend Tom Ferry Team+ Coaching Conference Calls	Ongoing
7		Listen to all Tom Ferry Buyer's Agent Calls, ISA Calls, & Sales Skills Calls found in Dropbox/Turner Realtors/Team Coaching/TF Calls	
7		Complete pages 1-4 of the 2015 Tom Ferry Business Plan	
Role Play/Scripts		Target Date	Actual Date
		Review & Practice Sign Call Script (weekly)	Ongoing
		Review & Practice Open House Script (weekly)	Ongoing
		Review & Practice Sphere Script (weekly)	Ongoing
Shadowing		Target Date	Actual Date
		Buyer Consults x 3	First Avail
		Showing Property x 1	First Avail
		Open House x 1	First Avail
		Home Inspection/Sewer Scope/Radon x 1	First Avail
Reading		Target Date	Actual Date
7		<i>The Miracle Morning</i>	
30		<i>The Millionaire Real Estate Agent</i>	
		PortlandRealEstateBlog.com	Ongoing
Milestone Tasks		Target Date	Actual Date
		Lead Generate and Follow up at least 1 hour daily	Ongoing
1		Implement time blocking	
11		Successfully write a practice offer for a buyer <i>Dropbox/Turner Realtors/Team Coaching/EMA Practice</i>	
11		Organize a Buyer Showing Appointment from beginning to end	



14		Successfully Conduct an Open House on your own		
14		Understand the mortgage process enough so that you can walk a buyer through the major aspects and answer any questions		
14		Show buyers homes on your own and confirm or adjust criteria		
23		Perform a Buyers Consultation Appointment on your own		
30		Take a Buyer Lead from inception to contract		
28		Successfully Comp and value any property for a buyer		

**31-60 Days**

	✓	<b>Indicates the activity is completed</b>		
<b>Training</b>			<b>Target Date</b>	<b>Actual Date</b>
		Work with Jenny on Negotiating offers, Request for Repairs, Appraisal, etc. with Clients and Agents	<b>First Avail</b>	
		Review an inspection report	<b>First Avail</b>	
		Select sessions from Tom Ferry's Breakthrough by Design	<b>Ongoing</b>	
<b>Role-Play</b>			<b>Target Date</b>	<b>Actual Date</b>
		Practice scripts with an accountability or role play partner	<b>Weekly</b>	
<b>Coaching</b>				
		Weekly Accountability with Jenny Turner	<b>Ongoing</b>	
		Attend Tom Ferry Team+ Coaching Conference Calls	<b>Ongoing</b>	
<b>Reading</b>			<b>Target Date</b>	<b>Actual Date</b>
40		<i>The One Thing</i>		
<b>Milestone Tasks</b>				
		Lead generate at least 1 hour daily and follow up	<b>Ongoing</b>	
60		Effectively Close your first buyer beginning to end or under contract		
50		Successfully handle a Request for Repair negotiation		
50		Successfully negotiate appraisal issue with Agents and Clients		
50		Understand which items to ask for on an inspection report		



50		Successfully ask for referrals from past clients and sphere		



**61-100 Days**

	✓	<b>Indicates the activity is completed</b>		
<b>Training</b>			<b>Target Date</b>	<b>Actual Date</b>
		Select sessions from Tom Ferry's Breakthrough by Design	<b>Ongoing</b>	
<b>Role-Play</b>			<b>Target Date</b>	<b>Actual Date</b>
		Practice Scripts with an accountability partner	<b>Weekly</b>	
<b>Coaching</b>			<b>Target Date</b>	<b>Actual Date</b>
		Weekly Accountability with Jenny Turner	<b>Ongoing</b>	
		Attend Tom Ferry Team+ Coaching Conference Calls	<b>Ongoing</b>	
		BOLD	<b>First Available</b>	
<b>Reading</b>			<b>Target Date</b>	<b>Actual Date</b>
<b>Milestone Tasks</b>			<b>Target Date</b>	<b>Actual Date</b>
<b>100</b>		Successfully take a lead from Inception to Close		
<b>Events</b>			<b>Target Date</b>	<b>Actual Date</b>