

# Daily Work Plan

Name \_\_\_\_\_

Date \_\_\_\_\_

## TODAY'S PLAN OF ACTION

## ACTION ACCOMPLISHED

8:00 \_\_\_\_\_

FARMING \_\_\_\_\_

8:30 \_\_\_\_\_

Letters Mailed \_\_\_\_\_

9:00 \_\_\_\_\_

Personal Contacts \_\_\_\_\_

9:30 \_\_\_\_\_

Telephone Contacts \_\_\_\_\_

10:00 \_\_\_\_\_

FOR SALE BY OWNERS \_\_\_\_\_

10:30 \_\_\_\_\_

Personal Contacts \_\_\_\_\_

11:00 \_\_\_\_\_

Telephone Contacts \_\_\_\_\_

11:30 \_\_\_\_\_

EXPIRED LISTINGS \_\_\_\_\_

12:00 \_\_\_\_\_

Personal Contacts \_\_\_\_\_

12:30 \_\_\_\_\_

Telephone Contacts \_\_\_\_\_

1:00 \_\_\_\_\_

CUSTOMER FOLLOW-UPS \_\_\_\_\_

1:30 \_\_\_\_\_

Personal Contacts \_\_\_\_\_

2:00 \_\_\_\_\_

Telephone Contacts \_\_\_\_\_

2:30 \_\_\_\_\_

REFERRALS SENT \_\_\_\_\_

3:00 \_\_\_\_\_

DIRECT MAIL SENT \_\_\_\_\_

3:30 \_\_\_\_\_

OPEN HOUSE \_\_\_\_\_

4:00 \_\_\_\_\_

PROPERTIES INSPECTED \_\_\_\_\_

4:30 \_\_\_\_\_

COLD CALLS \_\_\_\_\_

5:00 \_\_\_\_\_

Personal Contacts \_\_\_\_\_

5:30 \_\_\_\_\_

Telephone Contacts \_\_\_\_\_

6:00 \_\_\_\_\_

PROPERTIES SHOWN \_\_\_\_\_

6:30 \_\_\_\_\_

LISTING PRESENTATIONS \_\_\_\_\_

7:00 \_\_\_\_\_

LISTINGS OBTAINED \_\_\_\_\_

7:30 \_\_\_\_\_

SALES MADE \_\_\_\_\_