

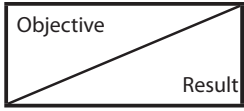
Weekly Make It Happen! Report

Agent _____

Week of:	Contacts Made		Leads Received	
	Planned	Actual	Planned	Actual
Expires				
FSBOs				
Doors knocked/hangers				
Open houses				
Follow-up calls				
Referral contracts/ face-to-face w/sphere				
Calls and personal notes to sphere				
Adv/Marketing/Sign calls				
Geographic farm mail-outs				
Totals				

Week Of:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Totals
Hours of Prospecting								
Hours of Marketing								
Hours of Negotiating								
Practice Hours								
- Listing Presentation								
- Scripts								
- Other:								
- Other:								
Education Hours								
- Topic:								
- Topic:								
Totals								
Days Off								

Yearly Productivity Report



Agent: _____

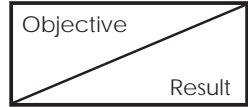
Years: _____

Year	Seller Calls	Listing Lead Calls	Absentee Owner Calls	Buyer Showings	Database Calls	Properties Previewed	Mailings	Listing Presentations	Listings Taken	Contracts Written	\$ Amount of Closings	Commission Earned
Subtotal												

Weekly Productivity Report

Agent: _____

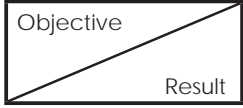
Month, Year: _____



Week Date Beginning Monday	Contacts	Buyer Leads	Seller Leads	FSBOs	Expireds	Total Appts. Set - Buyer	Total Appts. Set - Seller	Listings Appts./ Presentations
	/	/	/	/	/	/	/	/
	/	/	/	/	/	/	/	/
	/	/	/	/	/	/	/	/
	/	/	/	/	/	/	/	/
	/	/	/	/	/	/	/	/
SUBTOTALS								

Week Date Beginning Monday	Buyer Agreements	Database Additions	Offers Written	Referrals	Listings Sold	Follow-Up	Closings	Notes
	/	/	/	/	/	/	/	
	/	/	/	/	/	/	/	
	/	/	/	/	/	/	/	
	/	/	/	/	/	/	/	
	/	/	/	/	/	/	/	
SUBTOTALS								

Monthly Productivity Report



Agent: _____

Month, Year: _____

Month	Contacts	Buyer Leads	Seller Leads	FSBOs	Expireds	Total Appts. Set - Buyer	Total Appts. Set - Seller	Listings Appts./ Presentations
	/	/	/	/	/	/	/	/
TOTAL								

Month	Buyer Agreements	Database Additions	Offers Written	Referrals	Listings Sold	Follow-Up	Closings
	/	/	/	/	/	/	/
TOTAL							

Agent: _____

Marketing/Selling Activities

Date: _____

Ads Placed

1	2	3	4	5
6	7	8	9	10

HTML Emails

1	2	3	4	5
6	7	8	9	10

Caravans

1	2	3	4	5
6	7	8	9	10

Doors Knocked

1	2	3	4	5
6	7	8	9	10

Open Houses

1	2	3	4	5
6	7	8	9	10

Other: _____

1	2	3	4	5
6	7	8	9	10

Week Of:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Totals
Hours of Prospecting								
Hours of Marketing								
Hours of Negotiating								
Practice Hours								
- Listing Presentation								
- Scripts								
- Other:								
- Other:								
Education Hours								
- Topic:								
- Topic:								
Totals								