



MEETING AGENDA	
Sales Status	<ul style="list-style-type: none"> ▪ Sales made ▪ Current offers ▪ New listings ▪ Withdrawn ▪ Price ▪ Reductions ▪ Recent appraisals (bring valuation book) ▪ Missed listings & reason
Prospecting	<ul style="list-style-type: none"> ▪ Sphere of influence ▪ Letterbox ▪ Door knocking ▪ Telephone prospecting ▪ Private ads ▪ Other
Predictions	<ul style="list-style-type: none"> ▪ New listings (& when) ▪ Sales (& when)
Referrals	<ul style="list-style-type: none"> ▪ Previous referral ▪ Activity & comments
Status	<ul style="list-style-type: none"> ▪ Competitor activity ▪ New homes/projects ▪ Open house results ▪ Best buyers ▪ Advertising ▪ Marketing
This week	<ul style="list-style-type: none"> ▪ Open house (who, what, when?) ▪ Activities (who, what, when?)
General business	<ul style="list-style-type: none"> ▪ As per general business agenda
Next meeting	<ul style="list-style-type: none"> ▪ Date and diarise