

50 step checklist for real estate agents

- ___ 1. Celebrate
- ___ 2. Interview brokerages
- ___ 3. Join a brokerage
- ___ 4. Join the NAR
- ___ 5. Decide to join a team or not to join a team
- ___ 6. Decide if you are going to be a part time agent or a full time agent
- ___ 7. Get a mentor
- ___ 8. Give yourself permission to operate your business YOUR way
- ___ 9. Learn how to focus on income producing activities
- ___ 10. Research which database you will be using
- ___ 11. Begin to build your database starting with your sphere of influence
- ___ 13. Identify and begin to nurture your sphere of influence
- ___ 13. Decide your schedule
- ___ 14. Begin training
- ___ 15. Start reading books, watching videos, watching webinars
- ___ 16. Lead gen lead gen lead gen lead gen lead gen lead gen.....
- ___ 17. Start building your vendor list

- ___ 18. Start branding yourself
- ___ 19. Establish a budget
- ___ 20. Sunbiz.org
- ___ 21. Open a business checking account/tax account
- ___ 22. Start marketing
- ___ 23 Research and select an app to track expenses
- ___ 24. Create your own 30 second elevator speech (how is the market?)
- ___ 25. Pick a neighborhood for farming and begin to farm
- ___ 26. Join the chamber of commerce
- ___ 27. Hold an open house
- ___ 28. Start writing notes
- ___ 29. Send your first batch of emails titled “Celebrate with me”
- ___ 30. Start your free google listing
- ___ 31. Ask for reviews from your friends and family
- ___ 32. Make a Facebook business page
- ___ 33. Make an Instagram business page
- ___ 34. Start a ticktock account
- ___ 35. Start a YouTube channel

- ___ 36. Open a LinkedIn account
- ___ 37. Design a website
- ___ 38. Start training at the board
- ___ 39. Preview houses
- ___ 40. Start training in your office
- ___ 41. Start building new spheres of influence
- ___ 42. Start scripting
- ___ 43. Write a business plan
- ___ 44. Start learning how to create content, especially video content
- ___ 45. Join all social media together with Hootsuite
- ___ 46. Research and select a tax accountant
- ___ 47. Research and select a financial advisor
- ___ 48. Decide if you want to buy leads or get leads organically, (or both)
- ___ 49. If you are going to buy leads, research and select a paid leads company
- ___ 50. Hire a transaction coordinator, a buyer's agent, or an assistant