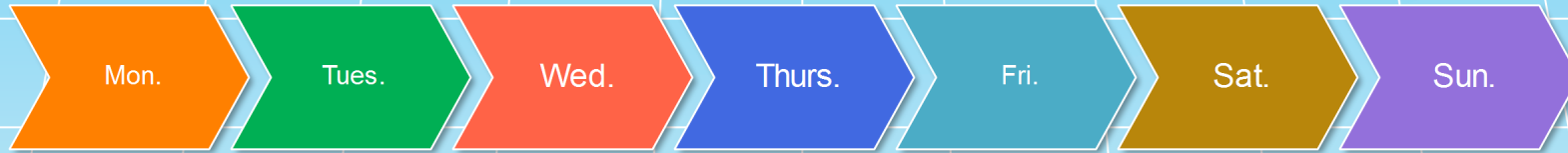




Commercial Real Estate Top Agents Time Profile - Weekly



Top Agent Working Week - Key Focus Tasks

1st Client contact day for the week to touch base with all exclusive listings clients. Discuss the weeks strategy.

Get new marketing adverts, editorial, and Internet formats ready and to the media.

Check off all existing listings that you are competing with. See if they are an opportunity in any way.

Database review and comprehensive update. Look for matches of prospects and listings or clients.

2nd Client contact day in the week to update all exclusive listed clients of the weeks progress and inquiry trends.

Check off your database for outstanding items from last week. Revisit any leads in your database for next week.

Review your weeks goals and set new KPI's for the upcoming week. Prepare your targets and leads for the new week coming up.

