

# The Power Planner.

“Structure, discipline, focus and consistency.”



# Week Plan.

...../...../..... to ...../...../.....



3 personal goals I **MUST** achieve this week are:

- 1 .....
- 2 .....
- 3 .....

3 professional goals I **MUST** achieve this week are:

- 1 .....
- 2 .....
- 3 .....

**My Next 3 this week will be...**

Purchases Negotiated:

- 1 .....
- 2 .....
- 3 .....

Sales Agreed:

- 1 .....
- 2 .....
- 3 .....



Signed Proposals/Clients:

- 1 .....
- 2 .....
- 3 .....

Advice Meetings (not already booked):

- 1 .....
- 2 .....
- 3 .....



# Notes



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# Monday the ..... of ..... (client contact)



Today I'm grateful for ..... 🙌

Today I'm going to contact ..... to **THANK** them for ..... ❤️

- Holding message sent to all clients saying you'll be in touch later
- Feedback message sent to everyone who viewed over the weekend
- CTR sent to all clients with template text
- 'Lovely to meet you check your inbox' SMS sent to yesterday's appraisals
- Anydue proposals sent/check received
- SMS sent to any potential interest on my listings reviewings



Most Positive Viewings to Focus on:

- 1 .....
- 2 .....
- 3 .....

Deals to do/Offer to Re-negotiate:

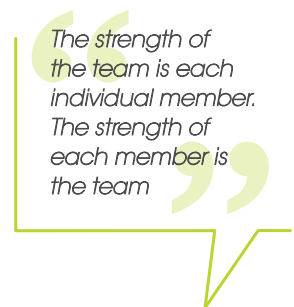
- 1 .....
- 2 .....
- 3 .....

Clients that need a price adjustment (start early!):

- 1 .....
- 2 .....
- 3 .....

## Day Close Down

- All viewings on my properties completed off
- EVERY client updated/touched base with, ideally a vroom video
- Engaged in WhatsApp groups that have had action today
- SMS/Call to tomorrow's appraisals



What I've learnt today .....  
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# Notes



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# Tuesday the ..... of ..... (meetings)



Today I'm grateful for ..... 

Today I'm going to contact ..... to **THANK** them for ..... 

- Holding message sent to all clients that had viewings yesterday
- Feedback message sent to everyone who viewed yesterday
- 'Lovely to meet you check your inbox' SMS sent to yesterday's appraisals (if applicable)
- Anydue proposals sent/check received

Most Positive Viewings to Focus on:

- 1 .....
- 2 .....
- 3 .....

Deals to do/Offers to Re-negotiate:

- 1 .....
- 2 .....
- 3 .....

Properties to Get Live:

- 1 .....
- 2 .....
- 3 .....

## Day Close Down

- Feedback (or not!) delivered to clients
- All viewings on my properties completed off
- Engaged in WhatsApp groups that have had action today
- SMS/Call to tomorrows appraisals



What I've learnt today .....

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# Notes



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# Wednesday the ..... of ..... (meetings)

Today I'm grateful for ..... 

Today I'm going to contact ..... to **THANK** them for ..... 

- Holding message sent to all clients that had viewings yesterday
- Feedback message sent to everyone who viewed yesterday
- 'Lovely to meet you check your inbox' SMS sent to yesterday's appraisals (if applicable)
- Anydue proposals sent/check received

### Most Positive Viewings to Focus on:

- 1 .....
- 2 .....
- 3 .....

### Deals to do/Offers to Re-negotiate:

- 1 .....
- 2 .....
- 3 .....

### Properties to Get Live:

- 1 .....
- 2 .....
- 3 .....

### Day Close Down

- Feedback (or not!) delivered to clients
- All viewings on my properties completed off
- Engaged in WhatsApp groups that have had action today
- SMS/Call to tomorrows appraisals



What I've learnt today .....

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# Notes



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# Thursday the ..... of ..... (meetings)



Today I'm grateful for ..... 

Today I'm going to contact ..... to **THANK** them for ..... 

- Holding message sent to all clients that had viewings yesterday
- Feedback message sent to everyone who viewed yesterday
- 'Lovely to meet you check your inbox' SMS sent to yesterday's appraisals (if applicable)
- Anydue proposals sent/check received

Most Positive Viewings to Focus on:

- 1 .....
- 2 .....
- 3 .....

Deals to do/Offers to Re-ignotiate:

- 1 .....
- 2 .....
- 3 .....

Properties to Get Live:

- 1 .....
- 2 .....
- 3 .....

## Day Close Down

- Feedback (or not!) delivered to clients
- All viewings on my properties completed off
- Engaged in WhatsApp groups that have had action today
- SMS/Call to tomorrows appraisals



What I've learnt today .....

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# Notes



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# Friday the ..... of ..... (prospecting)



Today I'm grateful for .....

Today I'm going to contact ..... to **THANK** them for .....

- Holding message sent to all clients that had viewings yesterday
- Feedback message sent to everyone who viewed yesterday
- 'Lovely to meet you check your inbox' SMS sent to yesterday's appraisals (if applicable)
- Anydue proposals sent/check received

Sale Agreed Checklist (*See Power Agent*) for Sales Agreed this week:

- 1 .....
- 2 .....
- 3 .....

My Facebook Live will be about .....

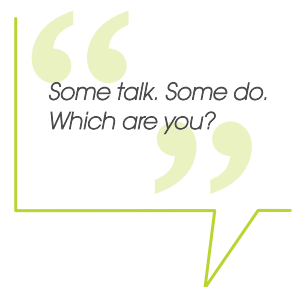
I'm going to engage/add value to ..... FB group (search the group)

- Text some past clients/buyers "Hi, who do you know?"
- Add some friends on FB from suggestions (your future clients/recommenders)
- Gracious FB post about a recent instruction or sale agreed
- All My Listing Status' are correct

Today I'm going to (bulk) check-in with my Back Appraisals/Prospects/Not Won Yet/Withdrawals

## Day Close Down

- Feedback (or not!) delivered to clients
- Pre call with viewing specialists if they're out this weekend for you
- All viewings on my properties completed off
- Engaged in WhatsApp groups that have had action today
- SMS/Call to tomorrows appraisals
- Update 'Target Closing Date' on Closings



What I've learnt today .....

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# Notes



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## The Power Planner.

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