

The Power Planner.

“Structure, discipline, focus and consistency.”

Third Edition.





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:

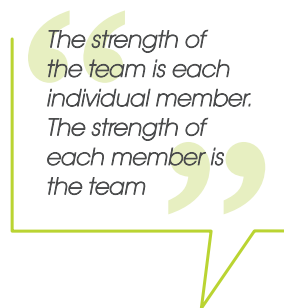
- 1
- 2
- 3

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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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:

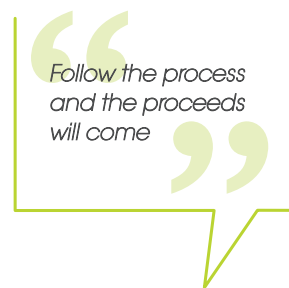
- 1
- 2
- 3

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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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/Offer 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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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

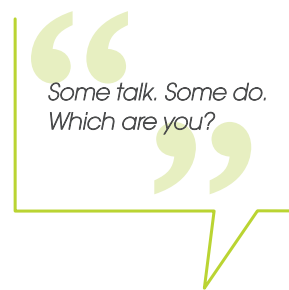
I'm going to engage/add value to FB group (search the group)

- 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



A large area of the page is filled with horizontal dotted lines, providing a template for writing notes.



The Power Planner.

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