



**1 YEAR – OVER THE FIRST YEAR OF MY BUSINESS I INTEND TO ACCOMPLISH THE FOLLOWING GOALS**

Production (Income)	Development (Growth)	Operations & Systems	Marketing	Personal
Net:				
# of Listings:				
# of Closings:				
Dials: _____ Connections: _____ 1 <sup>st</sup> App: _____ Proposals: _____				

**Need inspiration?** Vision board your intentions for what you are going to accomplish in your business and your life, and post these visions around you at home, work... wherever you will benefit from inspiration.

THIS MONTH I INTEND TO:		THIS WEEK I INTEND TO:
Production		
Production		
Production		
Development		
Development		
Development		
Ops & Systems		
Ops & Systems		
Ops & Systems		
Marketing		
Marketing		
Marketing		
Personal		
Personal		
Personal		

Nucleus- A Launching Pad for Commercial Real Estate Brokerage

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# weekly habits for success

Over your tenure in this program, we will look at what we accomplished in the current week, and make decisions about what we will be accomplishing the following week. These sessions are held on Friday, so you go into the weekend prepared to walk in with an actionable week- First thing on Monday morning! These sessions are meant to make some great productivity habits, and goal tracking, part of your routine early on.

## The Week Behind Us

What is your big win for the week? \_\_\_\_\_

What goals did you set that you did not reach? \_\_\_\_\_

How could you utilize the rest of today to complete those, or set aside time this weekend to accomplish them? \_\_\_\_\_

What road blocks or hurdles did you encounter this week? \_\_\_\_\_

## The Week Ahead

- 12-16 actionable steps you plan to make in your business next week?  
(Build these out in your integrated system, like the Actionable Plan in this book).
- Is there anything you need to complete to make those steps realistic?
- Time block the upcoming week, leaving some focused time for each step you have on your list for the week, client meetings, and prospecting.
- BLUEPRINT YOUR PROSPECTING- Build out the lists, scripts, and strategy for next weeks lead gen blocks.
- Performance Tracking- How Did You Perform this Week?**

# of Calls: _____	# of Connections: _____	# 1 <sup>st</sup> Appointments: _____	# of Proposals: _____
# of Listing App.: _____	# of Door Knocks: _____	Offers Written: _____	Buy-side Meetings: _____
Events: _____	Listings: _____	Under Contracts: _____	Closings: _____

- Update Your Pipeline with All New Activity, or Inventory Changes.**
- What can you Delegate Out this coming week, so you best LEVERAGE YOUR TIME (80/20)?**
- Clean all to-do's- Don't go into your weekend with mindless to-do's waiting on your desk.**  
If you want a clean desk and trajectory on Monday, make sure to leave it that way on Friday.
- Weekend prep- REST!**

Make sure you are ready to walk in productive on Monday morning. The basics- clothes for meetings ready for the week, briefcase/bag ready with what you need, healthy food on hand, a **HIGH ENERGY mindset**.