

Agent Name

The First 100 Days Buyer Specialist

0-30 Days

Day	✓	Indicates the activity is completed		
Admin			Target Date	Actual Date
1		Format Signature on email and mobile device to match Turner Team Branding		
1		Skype – Add Turner Team staff to your contacts		
1		Sign Buyer Specialist Agreement		
1		Read & Sign Turner Team Inc. Operations Manual		
1		Add RPR app to phone		
1		Recommended – Create/update social media profiles		
Training			Target Date	Actual Date
		Attend RMLS training session	First Avail	
		Consult with Shane Musselwhite on the Mortgage Process	First Avail	
		Consult with Evan Swanson on the Mortgage Process	First Avail	
		Consult with Brandy Oliver-Fuller on the Escrow Process	First Avail	
		Forms Training: Pre-Offer Forms, Sales Contracts, Supplemental Forms	First Avail	
4		DocuSign For Real Estate – Getting Started 101 https://www.docuSign.com/support/webinars/docuSign-for-real-estate-getting-started-101		
4		ZipForms – Training Video http://support.zipform.com/zf6/6_videos.asp		
4		TigerLead Paws Training Video http://www.tigerlead.com/videoportal/pawstraining/		
4		BoomTown Training Videos http://support.boomtownroi.com/knowledgebase/articles/376961-lead-central		
4		Cloud CMA Training http://support.cloudcma.com/customer/portal/articles/688579-kick-start-video http://support.cloudcma.com/customer/portal/articles/687852-getting-started-with-cloud-cma-video http://support.cloudcma.com/customer/portal/articles/689899-cloud-cma-daily-webinar-video		
4		Register on PortlandHomeExplorer.com and LivePortlandMetro.com to receive Client Care phone call to have user experience		
4		Visit and register on the following sites: TurnerRealtors.com LiveNWpdx.com PortlandRealEstateBlog.com		

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Coaching			Target Date	Actual Date
		Weekly Accountability with Jenny Turner	Ongoing	
		Attend Tom Ferry Team+ Coaching Conference Calls	Ongoing	
7		Listen to all Tom Ferry Buyer's Agent Calls, ISA Calls, & Sales Skills Calls found in Dropbox/Turner Realtors/Team Coaching/TF Calls		
7		Complete pages 1-4 of the 2015 Tom Ferry Business Plan		
Role Play/Scripts			Target Date	Actual Date
		Review & Practice Sign Call Script (weekly)	Ongoing	
		Review & Practice Open House Script (weekly)	Ongoing	
		Review & Practice Sphere Script (weekly)	Ongoing	
Shadowing			Target Date	Actual Date
		Buyer Consults x 3	First Avail	
		Showing Property x 1	First Avail	
		Open House x 1	First Avail	
		Home Inspection/Sewer Scope/Radon x 1	First Avail	
Reading			Target Date	Actual Date
7		<i>The Miracle Morning</i>		
30		<i>The Millionaire Real Estate Agent</i>		
		PortlandRealEstateBlog.com	Ongoing	
Milestone Tasks			Target Date	Actual Date
		Lead Generate and Follow up at least 1 hour daily	Ongoing	
1		Implement time blocking		
11		Successfully write a practice offer for a buyer <i>Dropbox/Turner Realtors/Team Coaching/EMA Practice</i>		
11		Organize a Buyer Showing Appointment from beginning to end		
14		Successfully Conduct an Open House on your own		
14		Understand the mortgage process enough so that you can walk a buyer through the major aspects and answer any questions		
14		Show buyers homes on your own and confirm or adjust criteria		

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23		Perform a Buyers Consultation Appointment on your own		
30		Take a Buyer Lead from inception to contract		
28		Successfully Comp and value any property for a buyer		

31-60 Days

✓	Indicates the activity is completed			
Training			Target Date	Actual Date
		Work with Jenny on Negotiating offers, Request for Repairs, Appraisal, etc. with Clients and Agents	First Avail	
		Review an inspection report	First Avail	
		Select sessions from Tom Ferry's Breakthrough by Design	Ongoing	
Role-Play			Target Date	Actual Date
		Practice scripts with an accountability or role play partner	Weekly	
Coaching				
		Weekly Accountability with Jenny Turner	Ongoing	
		Attend Tom Ferry Team+ Coaching Conference Calls	Ongoing	
Reading			Target Date	Actual Date
40		<i>The One Thing</i>		
Milestone Tasks				
		Lead generate at least 1 hour daily and follow up	Ongoing	
60		Effectively Close your first buyer beginning to end or under contract		
50		Successfully handle a Request for Repair negotiation		
50		Successfully negotiate appraisal issue with Agents and Clients		
50		Understand which items to ask for on an inspection report		
50		Successfully ask for referrals from past clients and sphere		

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61-100 Days

	✓	Indicates the activity is completed		
Training			Target Date	Actual Date
		Select sessions from Tom Ferry’s Breakthrough by Design	Ongoing	
Role-Play			Target Date	Actual Date
		Practice Scripts with an accountability partner	Weekly	
Coaching			Target Date	Actual Date
		Weekly Accountability with Jenny Turner	Ongoing	
		Attend Tom Ferry Team+ Coaching Conference Calls	Ongoing	
		BOLD	First Available	
Reading			Target Date	Actual Date
Milestone Tasks			Target Date	Actual Date
100		Successfully take a lead from Inception to Close		
Events			Target Date	Actual Date