

How to make it an AWESOME 4th Quarter:

- ❖ How many days will I work in Oct? Nov? Dec? (5 September) (22 October) (20 November) (17 December) (2 in January) Outwork everyone for the next 90 days! (How many work days?) How many listings will you take? How many buyers will you get under contract? How many Listings will sell? Figure these numbers out for each month!
- ❖ Do not compare this quarter to the previous three quarters. Comparison can be the thief of creativity, energy, motivation and inspiration. Let's plan for this to be a great quarter and there's no need to compare!
- ❖ How many contacts will I commit each day? Who will I contact? Focus on this number for the next quarter. You will experience increased efficiency when you focus on this one daily outcome, and "like magic" you'll find business you wouldn't otherwise find because you're telling the universe I am willing to work and create!
- ❖ What projects DO I NEED TO complete each month so 2019 is starts amazing? AO, FSBO, PC, Expired's, FARMS, Social Media. Pick One and schedule time into your calendar to work on it with focus and a lack of distractions.
- ❖ How many Formula One Sessions do I need each week to reach these promises? Schedule it in your calendar today! Remember it's This One activity for 55/17/7. Roar!
- ❖ How many times will I reach out to my Top Clients and how (pie on Thanksgiving? Mulled Wine? Cards? Poinsettias?)

- ❖ Write these numbers and plans down and share it with your coach or Accountability Partner!
- ❖ Consider having a reward or penalty for missing - something that's small but sweet (or painful if that works for you)
- ❖ Schedule projects so you aren't rushed. For instance, are you sending holiday cards to clients? Prepare early and have less stress. Starting FSBO's start with three contacts a day. Starting AO - set up a plan to get the systems set up. Small Sweet Steps baby!
- ❖ Avoid multi-tasking! Focus on one thing at a time!
- ❖ Send a thank you note/email to every agent, escrow officer, lender, title rep, home inspector, buyer, seller, ...everyone you have worked with this year. (Break it down into your transactions and use the 7 in formula one to start/do this)
- ❖ It's a great time to reconnect with clients, whether for coffee, lunch, invite to your home for cider and cookies.
- ❖ Break big projects (whether work related or personal) into smaller tasks. For instance, instead of the project "buy gifts for office staff", get specific – "buy 10 gift cards at \$20 each at Starbucks".
- ❖ Don't wander around the mall, shop online when you can.
- ❖ Schedule time off for shopping, parties, caroling, family time, days around the holidays – then don't feel guilty when you take them off!

- ❖ Don't over-book and remember you don't have to stay at any event. It's okay to drop in for ½ an hour and say you have other obligations.
- ❖ Ask for support – maybe your spouse shops for their side of the family this year. Hire a babysitter for a few extra hours. Maybe set up a “date” for shopping with your spouse or significant other and enlist them to help you wrap the gifts. Your assistant can take on emailing FSBO'S.
- ❖ Find time for yourself – whether a walk, a book, a cup of tea or a work out – take time for you. That's the 17!
- ❖ Exercise and eat sensibly, most of the time.
- ❖ Smile and say thank you more often than normal. It will bring your stress level down and make you happier.
- ❖ Give to others, not just monetarily, but with your time also. Do something unexpected and spontaneously generous!

