## **ACTIVITIES PLANNING FORM**

© 2017 John Highman – All rights reserved – <a href="http://commercial-realestate-training.com">http://commercial-realestate-training.com</a>

ACTION PLAN WEEK COMMENCING

SALESPERSON or PROP MGR

LISTINGS & PROPERTIES

1.

| ADDRESS                               | ACTION REQUIRED | DONE   |
|---------------------------------------|-----------------|--------|
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
| 2. PROACTIVE ACTIVITIES               |                 |        |
| ACTIVITY                              | ACTION REQUIRED | RESULT |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
| 3. <u>MISCELLANEOUS</u>               |                 |        |
| ACTIVITY                              | ACTION REQUIRED | DONE   |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
|                                       |                 |        |
| · · · · · · · · · · · · · · · · · · · |                 |        |