

# First 30 Days

## Week One

- ☐ Join private KW Denton University Facebook
- ☐ Join private KW Denton Facebook
- ☐ Like public KW Denton Facebook page
- ☐ Join Local Realtor® Board (GDWCAR) - GDWCAR.com
  - ☐ Obtain NRDS#
  - ☐ RSVP for Board Training Orientation
  - ☐ Set up and Pay for NTREIS and E-key
- ☐ Office Access (main office, annex, and coaching office) - Refer to Onboarding Manual
- ☐ Accept Forewarn Email from Front Desk
- ☐ Attend Tech Onboarding
  - ☐ Setup/log in to DocuSign-
  - ☐ Download and Setup KW Mobile App
  - ☐ Download Command app
- ☐ Send headshots (or best professional picture) to [allisongrounds@kw.com](mailto:allisongrounds@kw.com)
- ☐ Take KPA - Email Allison at [allison@coachmeraki.com](mailto:allison@coachmeraki.com) for link
- ☐ First Appointment with Coaches
  - ☐ KPA Validation
  - ☐ Goal Setting/ 4-1-1
  - ☐ Financial Thermostat/ GCI conversation
  - ☐ Create and maintain detailed ideal schedule
  - ☐ Opt into automated Coaching Texts
- ☐ Participate in weekly group coaching
- ☐ Download Marco Polo

## Week Two

- ☐ Set Up Email Signature
- ☐ MyKW.KW.com profile completed to 100%
- ☐ Complete KW Connect Profile -
- ☐ Printer/Copier Set Up
- ☐ Set up Facebook Business Page
- ☐ Create database and input into Command
- ☐ Commit to memory KW values WI4C2TES
- ☐ Attend at least one partner meeting-held on the first Wednesday at noon
- ☐ Lead generates 3 hour per weekday and at least 1 hour of lead follow-up per weekday. All leads and notes are to be input into KW Command.
- ☐ Download Showing Time

## Week Three

- ☐ Add 50 Contacts per Week to Command Database
- ☐ Sign up for Phone Time Class
- ☐ Professional biography written, and headshots taken

## Week Four

- ☐ Attend (by zoom or in person) Monthly accountability meeting with Julien for 30 day check in
- ☐ Sign up for Upcoming Ignite (Quarterly)
- ☐ Identify top 10 connectors (people who are likely to be a great referral source)
- ☐ Preview 5 houses a week (online or vacant)

## First 60 Days

### Technology

- ☐ Command functions- Design, Opportunity, etc..
- ☐ Learn to Proficiently use Matrix
- ☐ Have document templates completed in zipform

### Culture

- ☐ Attend One Weekly Partner Meeting

### Business

- ☐ Create Business Value Proposition
- ☐ Create 36 touch
- ☐ Attend Command Neighborhood Lead Gen Class
- ☐ Attend Command Compliance Class

- ☐ Create database and input into Command (goal of 50 per week/ 10 a day)
- ☐ Identify Lead Source Opportunities (goal is 3-5)
- ☐ Modify (if necessary) and maintain detailed ideal schedule
- ☐ Lead generate 3 hour per weekday and at least 1 hour of lead follow-up per weekday.
- ☐ All leads and notes are input into KW Command
- ☐ Create Preferred Vendor List (inspector, title, mortgage, etc.)
- ☐ Preview 5 houses (vacant or online)

#### Coaching and Accountability

- ☐ Participate in weekly group coaching with Thomas
- ☐ Complete Weekly accountability tracker to report productivity metrics, struggles and successes.
- ☐ Attend (by zoom or in person) Monthly accountability meeting with Julien for 60 day check in
- ☐ Enroll/Attend Ignite (Quarterly)
- ☐ Attend Contract Class

# First 90 Days

## Technology

- ☐ Become proficient with Command Campaigns (Social Media & Direct Mail)

## Culture

- ☐ Attend One Partner Meeting
- ☐ Read Millionaire Real Estate Agent, SHIFT, HOLD, or The One Thing
- ☐ Identify one of the nine ALC Committees that you can add value to, and attend committee meeting

## Business

- ☐ Modify (if necessary) and maintain detailed ideal schedule

- ☐ Lead generate 3 hour per weekday and at least 1 hour of lead follow-up per weekday.
- ☐ All leads and notes are input into KW Command
- ☐ Invest in personal web domain/email
- ☐ Find and begin attending regular local networking event(s)

### Coaching and Accountability

- ☐ Participate in weekly group coaching with Thomas
- ☐ Complete Weekly accountability tracker to report productivity metrics, struggles and successes.
- ☐ Attend (by zoom or in person) Monthly accountability meeting with Julien for 90 day check in
- ☐ Complete Ignite