

Sample 12 Week Plans

12 week year

Sample Agent's Goals and Plan

Goal

Close \$100,000 in new business

Lead 10 lbs.

Goal: Close \$100,000 in new business

Task	Due
20 up to profile representative team of \$100,000 daily to close within next 12 weeks	week 1
Call a list of 1 prospects per week to schedule meetings and schedule a list of 10	week 10
Conduct a minimum of 2 initial appointments per week	week 10
Follow up with prospects weekly to close	week 10
Create sales tracking graph for my week & update weekly	week 10
Review weekly and determine if changes are needed to plan	week 10

Goal: Lead 10 lbs.

Task	Due
Join a health club	week 1
Limit calorie intake to 1,200 or less/day	week 10
Do 30 minutes of cardio 3 times/week	week 10
Track with weights 3 times/week	week 10
Drink at least 4 glasses of water each day	week 10

12 WEEK YEAR

OCTOBER 1, 2008 - DECEMBER 31, 2008
GOALS AND ACTION PLAN FOR OCTOBER 12, 2008

Week 2 Plan for Tom

Save \$40,000 in Q3

- Take 2 clients to breakfast/lunch each week
- Call 10 past clients and ask for a referral
- Send out 5 hand written notes each week
- Develop letter to promote selling home
- Target a neighborhood and send 10 letters
- Call 10 home owners to discuss opportunity
- Conduct Open House at least 1 time
- Post on social media today

Weight 185 lbs.

- Take sugar foods daily
- Drink fluid water daily on 1000 app
- Workout 3x/week
- Drink 8oz water each day
- Weight in every Mon at 7 am

12 week year

Bill Preston's Goals and Plan

Goal

Achieve and produce of \$100,000

Close 10-15% within 1 year ahead

Goal

Achieve and produce of \$100,000

Task

Task	Due	Begin to	End to	Completed
Review with Andrew 12 Week Plan	Week 1	Week 1	Week 12	
Meet with all new top 10 clients weekly and review financial & results	Week 10	Week 1	Week 12	
Conduct weekly meeting review with all 10	Week 10	Week 1	Week 12	
Review 1 per week	Week 10	Week 1	Week 12	
Conduct 1 per week appointments each week with new top 10 clients	Week 10	Week 1	Week 12	
Follow new and individual production and progress through 12 Week Study weekly	Week 10	Week 1	Week 12	

Goal: Generate 10-15% and close 1 new addition

Task

Task	Due	Begin to	End to	Completed
Meet with 2-3 per week - top 10 production introduction	Week 10	Week 1	Week 12	
Develop 1 marketing material and update weekly	Week 10	Week 1	Week 12	
Post 10 marketing notes on web, review each week and update	Week 10	Week 1	Week 12	
Meet with 1 client per week for marketing material - rate 1 case	Week 10	Week 1	Week 12	
Weekly review 1 marketing per week from personal observation	Week 10	Week 1	Week 12	
Schedule 1 new business per week, monitor it close 1	Week 10	Week 1	Week 12	

12 Week Year Study Guide

O. Ray Whittington



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