**90-Day Action Plan**

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| **90-Day Action Plan** | | |
| Current Date: March 15, 2018 Future Date: June 14, 2018 | | |
| Goal(s): 1 Deal Closed; Successful Completion of REIvault Apprentice Program | | |
| Revenue: $10K+ | | |
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| **Measurables:** Standing in the future 90 days from today what have I achieved?   1. **Podio:** I understand how to use Podio to manage marketing, lead processing, acquisitions and dispensations. 2. **Marketing**: I received 75 leads or more from my marketing. The seller leads started coming in by the end of March/ beginning of April. 3. **Lead processing:** I responded to each seller lead within 24 hours. I set 20 seller appointments during the 90-day period. 4. **Acquisitions**: I attended 100% of all seller appointments (phone or in-person) at the scheduled time. I received 2 or more signed contracts within the 90-days. 5. **Dispensation:** I have an agreement for assignment with 2 buyers. I closed one wholesale deal within the 90-day period. I made $10,000 or more from the 1 closed deal. 6. **Personal effectiveness**: I freed up at least 10 hours or more a week to work the business. I identified two personal effectiveness challenges to improve on. I have a plan of action that I am implementing to decrease or eliminate my personal effectiveness challenges. | | |
| **Month** | **90-Day Action Plan** | **Who** |
| **March** | Complete Apprentice Initial Assessment Questionnaire; submit | Joe |
|  | Complete FastTrack Questionnaire; submit | Joe |
|  | Schedule Sales & Marketing Strategy Session | Joe |
|  | Confirm marketing plan launch date | Joe |
|  | Leads follow up/seller calls – schedule time blocks on weekly calendar | Joe |
|  | Podio Updates – schedule time blocks on weekly calendar | Joe |
|  | Weekly Thursday Apprentice Call – schedule on calendar | Joe |
|  | Weekly Podio Live Training Call (Wednesdays @ 11:00 AM PT – schedule on calendar | Joe |
|  | REIvault Training Videos – schedule weekly training time blocks | Joe |
|  | Support Buddy and Role Play Partner – schedule practice/accountability sessions | Joe |
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| **April** | Create Leads Tracking System | Joe |
|  | Create Leads Follow up Process/Check List | Joe |
|  | Learn/practice/memorize Lead Processing (Sales Ninja) script | Joe |
|  | Implement Weekly Planning & Review Meeting | Joe |
|  | Implement weekly/daily critical tasks scheduling & follow through (Leads/Seller Calls, Seller Appointments, Building Buyers List, Podio Training, Weekly Apprentice Calls, Weekly Accountability Report, etc.) | Joe |
|  | Weekly Accountability/Role Play Sessions with Partner | Joe |
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| **May** | Learn/practice/memorize Seller script(s) | Joe |
|  | Learn/practice/memorize Top 10 Seller Objection Handlers; modify to make my own | Joe |
|  | Build/expand Buyer’s List |  |
|  | Implement weekly/daily critical tasks scheduling & follow through (Leads/Seller Calls, Seller Appointments, Building Buyers List, Podio Training, Weekly Apprentice Calls) |  |
|  | Weekly Role Play Sessions with Partner |  |
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| **June** | 90 Day Success Assessment |  |
|  | Research Next Steps with REIvault; Make Decision |  |

***NOTE:***

**Month** = What month in the 90 Day period will time be allocated to complete a project/task/assignment?

**Who** = Who is accountable for the completion of the project/task/assignment?

**Building a 90-Day Action Plan: Process Steps:**

1. **Clarify a goal (S.M.A.R.T. = Specific, Measureable, Attainable, Relevant, Time Bound)**
2. **Clarify your specific measurables.**
3. **Identify the high-level executable actions necessary to achieve your goal; plan out based on most appropriate timing.**
   1. **If you do not know what action(s) to include, consider what resources and/or people you can tap into for clarification, guidance and direction.**
   2. **Expect that as you implement, you will update, modify and adjust your plan accordingly.**
4. **Review Plan: Does it reflect high-level actions/tasks to implement in order to achieve your goal on time? Your plan should reflect what you will be doing in action (on a high level) for each month in the 90 Day period *and* who on your team is accountable for action/task completion.**
   1. **Review, update, modify and adjust 90-Day Plan monthly.**
5. **Follow up with more detailed 30-Day Action Plan, Weekly/Daily Planning and Scheduling.**

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| **90-Day Action Plan** | | |
| Future Date: | | |
| Revenue: | | |
| Profit: | | |
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| **Measurables:** | | |
| **Month** | **90-Day Action Plan** | **Who** |
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