

REAL ESTATE WEEKLY BUSINESS PLANNER

Plan the week. Protect what matters. Keep improving.



START WITH CLARITY

Before the week fills up, decide what deserves your attention.

My top three business priorities this week:

1. _____
2. _____
3. _____

The one result that would make this week feel successful:

Appointments / client commitments I must protect:

One task I can stop, delegate, or delay:

Clarity today creates momentum all week.

KNOW WHAT NEEDS ATTENTION

Pipeline Area	Count / Notes	Next Action
New leads	-----	-----
Active follow-up	-----	-----
Appointments scheduled	-----	-----
Active clients	-----	-----
Past clients / sphere touches	-----	-----
Transactions requiring attention	-----	-----

Where is momentum being lost?

WORK ON THE BUSINESS

REVIEW: What is one challenge or opportunity I need to address?

LEARN: What will I spend my development hour learning or reviewing?

APPLY: What is one change I will make immediately?

MEASURE: What result will tell me whether the change helped?

Suggested development focus: Skill / Habit / System / Client Experience / Technology / Leadership

CLOSE THE LOOP

What did I complete?

What created the best result?

What did I postpone or avoid?

What should become a repeatable system?

What will I carry into next week?

One win worth recognizing:
