

## Personal Audit - Rate Yourself 0 > 10

Positive attitude / Optimism		Prospecting proactively & consistently		Managing vendor expectations, price alignment	
Taking responsibility		Expired listing contact & success		Buyer Database	
Energy & Enthusiasm		Preparing for listings – research, pre-listing questions etc.		Private appointments with qualified buyers	
Personal Presentation		Rapport Building		Hot buyer 25	
Time management & prioritisation		Asking questions, finding our more from clients		World class Open For Inspections	
Personal organisation – work		Structure of listing presentation, agenda, flow etc		Negotiation strategy & ability to extract the best price	
Personal organisation – home		Active listening, Taking notes		Set to sell meetings	
Staying focused		Dealing with price at the listing		Monday buyer call backs	
Keeping it simple, less is more, simplifying what you do		Explaining & selling the experience		Selling private treaty listings	
Using an ideal week effectively		Dealing with fee negotiations		Selling before auction	
Dealing with stress & anxiety		Pipeline seller follow up		Inspecting colleague's listings	
Delegating non-dollar productive activities		Nurture marketing after settlement		Having colleagues inspect your listings	
Staying in good health & physical fitness		Community contribution & support		Integrity in everything you say and do	