

Name:

Date:

CURRENT AFFIRMATION

GUIDING PRINCIPLES

Mission Statement,
Core Values, Whys, Etc.

QUARTERLY FOCUS

Major Projects, Goals, and
Habits in Progress.

WORD OF THE YEAR

On a scale of 1-10, how do I feel about the direction of my business?

NOT GOOD 1 2 3 4 5 6 7 8 9 10 GREAT

On a scale of 1-10, how well am I managing my time?

NOT GOOD 1 2 3 4 5 6 7 8 9 10 GREAT

On a scale of 1-10, how well am I implementing Ninja?

NOT GOOD 1 2 3 4 5 6 7 8 9 10 GREAT

Is there a specific Ninja system that needs attention? _____

When is my next scheduled getaway / vacation? _____

Rate Your Commitment to the Ninja Activities

On a scale of 1 to 10, rate how well you are doing these weekly Ninja habits:

	Not Very Well					Extremely Well				
Weekly planning meeting	1	2	3	4	5	6	7	8	9	10
Daily movement or exercise	1	2	3	4	5	6	7	8	9	10
Sticking to your agenda	1	2	3	4	5	6	7	8	9	10
Two hours of power	1	2	3	4	5	6	7	8	9	10
10 handwritten notes	1	2	3	4	5	6	7	8	9	10
Two real estate reviews	1	2	3	4	5	6	7	8	9	10
Two hours of customer service calls	1	2	3	4	5	6	7	8	9	10
Two lunches, coffees, breakfasts	1	2	3	4	5	6	7	8	9	10
50 FORD contacts "live interviews"	1	2	3	4	5	6	7	8	9	10
Two 1-hour paperwork cleanup	1	2	3	4	5	6	7	8	9	10
Maintaining or adding to your database	1	2	3	4	5	6	7	8	9	10
Daily focus on warm list	1	2	3	4	5	6	7	8	9	10
Daily focus on hot list	1	2	3	4	5	6	7	8	9	10
Daily gratitudes	1	2	3	4	5	6	7	8	9	10
Daily affirmations	1	2	3	4	5	6	7	8	9	10

Which of the Ninja habits produces the most business for you?

Look at your closed transactions in 2024. Where did each piece of business originate?
Can you track it to one of the habits?

気 WEEK IN REVIEW

✓ Check the activities completed last week.

☐ Read Mastery.☐ Review yearly goals.☐ Review last week's meeting notes.☐ Daily affirmations.☐ Review monthly goals.☐ Review business plan & FLOW calendar.☐ Daily gratitudes.☐ Review weekly goals.☐ Review Hot & Warm lists.

REASONS TO
CELEBRATE

HOW I RAN MY
BUSINESS LIKE A
BUSINESS LAST WEEK

A-HAS FROM
LAST WEEK

Insights, sudden realizations, and
"lightbulb" moments.

HOW I CAN IMPROVE
THIS WEEK

PODCASTS/BOOKS I AM
READING/LISTENING TO

Noteworthy ideas, thoughts, or quotes.

THINGS KEEPING ME
AWAKE AT NIGHT

Note a 5-minute action to take this week
related to each item.

気 REAL ESTATE REVIEWS

Did I complete at least two real estate reviews last week? YES ☐ NO ☐

LAST WEEK'S REAL ESTATE REVIEWS

Note name, follow-up instructions, and any highlights or notes from appointment.

REAL ESTATE REVIEWS PLANNED THIS WEEK

Note two people to create Real Estate Reviews for, address(es) and any notes for appointment or to help assistant

気 COFFEES / BREAKFASTS / LUNCHES

Did I have two coffees/breakfasts/lunches last week? YES ☐ NO ☐

COFFEES / LUNCHES COMPLETED LAST WEEK

Note name, any follow up and highlights or notes.

COFFEES / LUNCHES THIS WEEK

Note name and reason.

Reasons to Get Together:

- ☐ Birthday ☐ Just Because
☐ Support ☐ Celebration
☐ Other: _____

☐ Prep Needed

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☐ Prep Needed

CONNECTING and DATABASE

A FORD contact is an engagement with someone in which you learn about their family, occupation, recreation, and/or dreams.

DID I MAKE 50 FORD
CONTACTS LAST WEEK

☐ YES

☐ NO

Total FORD Contacts

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Did I record info learned from FORD conversations. YES ☐ NO ☐

PEOPLE TO CONNECT
WITH THIS WEEK

Note anyone you want to be sure to
reach out to this week.

MAILINGS AND
MARKETING

Did mailings go out last week?

☐ YES

☐ NO

If yes:

☐ ART

☐ SCIENCE

Mailing and marketing to be planned and created:

10 PERSONAL NOTES
LAST WEEK

☐ YES

☐ NO

PERSONAL NOTES
TO WRITE THIS WEEK

Note names and reasons.
Goal = 10 each week

MASTERY TIP: Batch all 10 notes into a
scheduled time each week OR break
them into 2 a day and incorporate them
into a pre-established daily ritual such
as your morning coffee.

気 POTENTIAL NEW BUSINESS FROM LAST WEEK

POTENTIAL
NEW SELLERS

Note names, address.
source of business,
and any life changes.

POTENTIAL
NEW BUYERS

Note names, neighborhood
or property preferences
if known, source of business,
and any life changes.

気 NUMBERS TO KNOW

Offers written last week	
Contracts with mutual acceptance last week	
Deals currently "under contract"	
Deals closed last week	
Buyers' appointments last week	
Listing appointments last week	
New listings taken last week	
New contacts added to database	

WHAT I TRACK

- ☐ Total Volume
- ☐ Total Transactions
- ☐ Net Commissions Income
- ☐ Gross Commissions Income

GOALS

YEAR TO DATE

Only complete the following section if your coach has you tracking your PIE time. Otherwise, ignore for now.

PIE TIME TRACKING

Tracked last week? ☐ YES ☐ NO

I/P Ratio

\$/per hour

MESSAGE TO COACH

Please list priorities for next coaching call along with any additional challenges, questions or successes to be discussed on next scheduled coaching call.

**** Should there be questions/situations that need feedback sooner, send a separate email.**

