

# WEEKLY MEETING

WHAT YOU FOCUS ON EXPANDS

 Click to clear form.

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?



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



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



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?

# WEEK IN REVIEW

- ✓ Check the activities completed last week.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Read Mastery.       | <input type="checkbox"/> Review yearly goals.  | <input type="checkbox"/> Review last week's meeting notes.     |
| <input type="checkbox"/> Daily affirmations. | <input type="checkbox"/> Review monthly goals. | <input type="checkbox"/> Review business plan & FLOW calendar. |
| <input type="checkbox"/> Daily gratitudes.   | <input type="checkbox"/> Review weekly goals.  | <input type="checkbox"/> 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.

## 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

## 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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- Birthday  Just Because  
 Support  Celebration  
 Other: \_\_\_\_\_

Prep Needed

# 氣 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

A 5x6 grid of 30 empty square boxes, intended for students to draw their own shapes or patterns.

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.

Did mailings go out last week?

YES  
 NO

If yes:

- ART
- SCIENCE

## MAILINGS AND MARKETING

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.

# 潜在的新业务来源

## 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.

# 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

## GOALS

## YEAR TO DATE

### WHAT I TRACK

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

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.

