

# THE COACHALIZER

1	Do you have a plan	Yes__ No__
2	Do you have a written plan	Yes__ No__
3	What time frame does your plan cover	
4	How often do you review your plan	
5	Do you believe in your plan	Yes__ No__
6	Does your plan address the number of calls you make	Yes__ No__
7	Does your plan address the number of appointments you will have	Yes__ No__
8	Does your plan address the number of listings you will take	Yes__ No__
9	Does your plan address the number of listings that will sell	Yes__ No__
10	Does your plan address the number sales you will have	Yes__ No__
11	Does your plan address the number other sources of income	Yes__ No__
12	Does your plan address the income you will make	Yes__ No__
13	Does your plan address marketing	Yes__ No__
14	Does your plan address a budget	Yes__ No__
15	Does your plan address education	Yes__ No__
16	Does your plan address fun	Yes__ No__
17	Does your plan address technology	Yes__ No__
18	Do you know and understand all the programs your company offers	Yes__ No__
19	Do you know how to use all of your company tools	Yes__ No__
20	Do you know how to present all that your company offers	Yes__ No__
21	Do you know how to present the benefits of company programs to your clients	Yes__ No__
22	Do you understand all the benefits of your multiple listing service	Yes__ No__
23	Do you use all the capability of the multiple listing service	Yes__ No__
24	Do you use technology in your business	Yes__ No__
25	Do you use email to regularly communicate with your clients and prospects	Yes__ No__
26	Can you open and send email attachments	Yes__ No__
27	Do you use antivirus software	Yes__ No__
28	Is your antivirus software up to date	Yes__ No__
29	Do you have a personal website	Yes__ No__
30	Does your web site generate any income	Yes__ No__
31	Do you have an organized listing presentation	Yes__ No__
32	Do you use a prelisting presentation	Yes__ No__
33	Do you know what to say in each situation when you have contact with clients or prospects	Yes__ No__
34	Are you comfortable with your sales skills	Yes__ No__
35	Are you comfortable with your negotiating skills	Yes__ No__
36	Do you know your market area like the back of your hand	Yes__ No__
37	Do you use statistics from your market area	Yes__ No__
38	Do you take courses or seminars each year to improve your skills or knowledge	Yes__ No__
39	Do you do any planned prospecting	Yes__ No__
40	Do you prospect every day	Yes__ No__
41	Do you have at least 3 sources of business	Yes__ No__
42	Do you ask for referrals	Yes__ No__
43	Do you use scripts or planned presentations	Yes__ No__
44	Do you use direct mail to prospect	Yes__ No__

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45	Do you use the Internet to prospect	Yes__ No__
46	Are you involved in any groups that generate leads	Yes__ No__
47	Do you prospect around buyers	Yes__ No__
48	Do you prospect around sales	Yes__ No__
49	Do you prospect open houses	Yes__ No__
50	Do you prospect listings	Yes__ No__
51	Do you keep in touch with past sellers on a consistent basis	Yes__ No__
52	Do you get business from your friends and family	Yes__ No__
53	Do you have appointments every day	Yes__ No__
54	Do you have appointments every week	Yes__ No__
55	Do you know how many appointments you need for a sale	Yes__ No__
56	Do you know how many appointments you need to get a listing	Yes__ No__
57	Do you set the next appointment after every appointment	Yes__ No__
58	Do you meet your current clients at your open houses	Yes__ No__
59	Do you ask for referrals when on appointments	Yes__ No__
60	Do you follow up on each lead received	Yes__ No__
61	Do you follow up on each lead sent	Yes__ No__
62	Do you follow up on each showing	Yes__ No__
63	Do you follow up on each referral	Yes__ No__
64	Do you follow up with each person who sent you a referral	Yes__ No__
65	Do you follow up with past clients	Yes__ No__
66	Do you follow up on each prospect who did not buy or sell	Yes__ No__
67	Do you follow up on each appointment	Yes__ No__
68	Do you follow up with each service provider in transactions	Yes__ No__
69	Do you follow up regularly with sellers during the listing period	Yes__ No__
70	Do you follow up with clients during transactions	Yes__ No__
71	Do you have any checklists that you use regularly	Yes__ No__
72	Do you have a checklist for phone calls	Yes__ No__
73	Do you have a checklist for handling leads	Yes__ No__
74	Do you have a checklist for first client meetings	Yes__ No__
75	Do you have a prelisting checklist or package	Yes__ No__
76	Do you have a listing appointment checklist or package	Yes__ No__
77	Do you have a listing checklist	Yes__ No__
78	Do you have a transaction checklist for buyers	Yes__ No__
79	Do you have a transaction checklist for sellers	Yes__ No__
80	Do you have a vacation checklist	Yes__ No__
81	Do you use a daily calendar	Yes__ No__
82	Do you use contact manager software	Yes__ No__
83	Do you have a system for tracking income on an ongoing basis	Yes__ No__
84	Do you have a system for tracking the number of transactions on an ongoing basis	Yes__ No__
85	Do you have a system for tracking the number of listings on an ongoing basis	Yes__ No__
86	Do you have a system for tracking expenses on an ongoing basis	Yes__ No__
87	Do you spend a lot of time with negative people	Yes__ No__
88	Do you believe in the company you work for	Yes__ No__
89	Do you like what you are doing	Yes__ No__
90	Would you list with you	Yes__ No__

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91	Would you buy with you	Yes__ No__
92	Do you think you are the best person for the job	Yes__ No__
93	Who is responsible for your success	
94	Are you open to new ideas	Yes__ No__
95	Are you willing to do what it takes to be successful	Yes__ No__
96	Do you do the best job possible	Yes__ No__
97	Can you bounce back from a bad day	Yes__ No__
98	Is there anything holding you back	Yes__ No__
99	Do you have a good support system	Yes__ No__
100	Do you see yourself as successful	Yes__ No__
101	Do you have fun	Yes__ No__