

## Agent Weekly Accountability Scorecard

<b>Activities</b> <i>Check each day activity is worked on. If activity is completed and your goal met, place an "X" in the appropriate win column. If not, place an "X" in the Loss column. Total up each section below, and then transfer totals to your year to date standings.</i>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	<b>Win</b>	<b>Loss</b>
<b>Prospecting</b>									
Made _____ phone calls to my sphere of influence (S.O.I.) list for the week.									
Contacted _____ for-sale-by-owner (fsbo) for the week									
Sent _____ expired listing letters for the week									
Made _____ follow-up calls or letters to fsbo or expired group for the week									
Mailed _____ post cards or letters to my S.O.I. for the week									
Made _____ personal visit to S.O.I. for the week									
Mailed a minimum of _____ thank you cards, or news related articles from paper for the week									
<b>Totals</b>									
<b>Education and Personal Development</b>									
Read _____ motivational article for the week									
Read a minimum of _____ days on a business or motivational /self-help book for the week									
Listened to a minimum of _____ minutes to a motivational, business or self-help tape/CD/MP3 for the week									
Spent a minimum of 10 minutes each day reciting positive affirmations about myself and my real estate career									
Read my "written" goals each day									
Planned my day the night before a minimum of _____ days									
Reviewed pending and active documents _____ times this week for missing information.									
<b>Totals</b>									

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<b>Quality Time and Community Service</b>									
Encouraged or helped someone in my office this _____.									
Spent quality time with my family or loved ones this week.									
Spent time meditating, praying or reflecting on life _____ days this week.									
Spent time doing one activity I enjoy and am passionate about this week.									
Spent time doing one activity my loved one enjoys and is passionate about this week.									
Helped with one service activity for your church, community, or service organization you belong to this _____.									
Contributed financially to my church, community or other service organization this _____.									
<b>Totals</b>									
<b>Health</b>									
Exercised a minimum of _____ days									
Used healthy choices and decisions about what foods to eat _____ days this week.									
Practiced Yoga or Stretching _____ days this week. Time limit is optional.									
Flossed my teeth _____ days this week.									
Wore my seat belt _____% of the time I drove my automobile this week.									
Avoided excessive eating and drinking every day this week.									
Avoided one bad food or beverage item I like _____ days this week.									
<b>Totals</b>									

Scorecard Results	Year to Date		Last Week's Score Year to Date		This Week's Score	
	Wins	Losses	Wins	Losses	Wins	Losses
<b>Prospecting</b>						
<b>Education and Personal Development</b>						
<b>Quality Time and Community Service</b>						
<b>Health</b>						

Note: Consider cutting out the Scorecard tally results to carry with you for the week as a reminder on what areas to work on.