



 TomFerry

 **\$1,000,000**

BUSINESS CHECKLISTS

Time Management Mastery Part 2 of 2

Congratulations on taking the first step toward building a more consistent and more successful business!



HOW TO USE THIS CHECKLIST

- 1.** Write the day and date at the top of each Million Dollar Checklist. (Best practice: Print out a week's worth at a time.)
- 2.** As you complete tasks, check them off your list. Life will sometimes get in the way, but find a way to hold yourself accountable to completing as many of these tasks as possible on a daily basis.
- 3.** Repeat this process every single day and watch your business change.

As an added bonus, we've also included the Weekly Million Dollar Checklist! Be sure to complete these weekly tasks to take your business to the next level.

To learn more about the specific tasks on these lists, **watch this episode of the #TomFerryShow.**

[Click Here to Watch](#)

Day / Date: _____

- Powerful Morning routine
- CEO Time
- Market Intelligence
- Role Playing
- Hours of Power / Follow-Up
- Track Numbers
- Meet w/Assistant
- Update on Pendings
- Listing Check-Up
- 2 Social Media Posts Every Day
- Go on Appointment(s)
- Afternoon Follow-Up

Week of: _____

- Powerful Team Training
- Powerful Team Meeting
- Project Review
- Project Time
- Seller Follow-Up
- Manage Marketing Plan
- Book Appointments
- List Properties
- Sell Houses
- Close Properties
- Preview Homes
- Post 1-2 Videos Per Week
- Organize Open Houses