|  |  |
| --- | --- |
| BEFORE GETTING LICENSED | FIRST 30 DAYS |
| CHOOSE A BROKER | ☐ | JOIN LOCAL MLS / ASSOCIATION | ☐ |
| * Interview brokers
 | ☐ | ATTEND MLS ORIENTATION | ☐ |
| * Interview current agents
 | ☐ | DOWNLOAD FREE APPS | ☐ |
| * Compare commission splits
 | ☐ | * Download MLS e-Key app
 | ☐ |
| BEGIN YOUR REAL ESTATE SCHOOL | ☐ | OFFICE ADMIN | ☐ |
| BEGIN YOUR INFORMAL EDUCATION | ☐ | * Add computer and phone to office WiFi
 | ☐ |
| * Read industry publications
 | ☐ | * Add office printer to your computer
 | ☐ |
| * Subscribe to podcasts
 | ☐ | * Add profile to broker website
 | ☐ |
| * Subscribe to YouTube training
 | ☐ | * Update office lead rotation
 | ☐ |
| * Read real estate books
 | ☐ | * Join brokerage backend software
 | ☐ |
| * Learn the local market
 | ☐ | * Complete W-9 form for broker
 | ☐ |
| * Read promulgated contracts
 | ☐ | SET UP CLOUD FILE STORAGE | ☐ |
| SELECT 4 STRATEGY PILLARS | ☐ | SET UP E-SIGNATURE SOFTWARE | ☐ |
| * Consider a niche
 | ☐ | SET UP FORMS LIBRARY ACCOUNT | ☐ |
| * Find likeminded mentors
 | ☐ | SET GOALS | ☐ |
| CRAFT YOUR MISSION STATEMENT | ☐ | SET UP GOOGLE MY BUSINESS | ☐ |
| BUILD A BUSINESS PLAN | ☐ | GET A CRM | ☐ |
| CHOOSE A BUSINESS NAME | ☐ | SET UP SOCIAL MEDIA | ☐ |
| * Purchase domain if available
 | ☐ | * Facebook Business Page
 | ☐ |
| GET A HEADSHOT | ☐ | * LinkedIn Profile
 | ☐ |
| WRITE A BIO | ☐ | * Instagram
 | ☐ |
| SCHEDULE THE EXAM | ☐ | * YouTube
 | ☐ |
| GET FINGERPRINTED | ☐ | * Pinterest
 | ☐ |
| PASS THE TEST | ☐ | SET UP REAL ESTATE PROFILES | ☐ |
| GET SPONSORED AND GO LIVE! | ☐ | * Zillow
 | ☐ |
|  |  | * Realtor.com
 | ☐ |
|  |  | GET AN ACCOUNTANT | ☐ |
|  |  | SCHEDULE THE GRI DESIGNATION | ☐ |
|  |  | SCHEDULE TO ATTEND THE CONVENTION | ☐ |
|  |  |  |  |
|  |  |  |  |