

Week 1 - Getting YOU Started!

Join the Board (SRCAR)

- Joining the board will give you access to the MLS, real estate documents, and SUPRA lockboxes. Joining the board is what makes you an official REALTOR

Scott LeRoy Questionnaire (Login using your Market Center number)

- Answering the scott leroy questionnaire sets you up with your myKW profile, sets up your KW website and email, and gets you access to resources from all across Keller Williams.

Schedule your first business consultation with your productivity coach, Monica Martinez

- Our coach will help take you from 0 to production as quickly as possible. They will be your first point of contact when you have questions regarding your contracts, writing offers, working with clients, and the ins and outs of the Real Estate game
- Contact at Monica@bentongroup.org
- If you would like to make an appointment to sit one on one with our coach Monica, please [click here to book an appointment!](#)

Add us on Facebook and Instagram to connect with the Market Center on Social Media!

- We're big on Socials! A lot of our communication takes place through our private AGENTS ONLY facebook group. Things from events, agent recognition, and so much more happens on social media!
- Instagram [@kwtemeculavalley](#)
- Facebook: <https://www.facebook.com/groups/KWTVTraining>

Download SA Contacts Lite App from the app store or google play in order to jump start your database

- Downloading SA Contacts App will download a copy of all your phone contacts into an excel list so you can then add them into Command, quickly, easily and hassle-free. Use the FREE version of the app.

View training and events calendar to prioritize your schedule

- You can find the calendar and other resources on our website Bentongroup.org

Schedule Your Professional Headshot



WEEK 2 - Hit the Ground RACING!

Attend Team Meetings

- Every Tuesday at 11am at the Temecula Market Center

Order Business cards

- Through Ro (ro@bentongroup.org) OR
- Order them through a third party (vista print, canva, etc.)

Create Facebook business page and Instagram page

- Check out this youtube video to assist you with creating a FB business page
[Helpful video!](#)

Get Familiar with Command

- Command is one of the many KW tools to help you with your database!
- Work on completing the 66 Day Command Challenge at your own pace:
[Click here to log into Command with your provided Username and Password from Scott Le Roy](#)
[Click here to start and follow along!](#)

Finish Command Task List

- It will be under your tasks on the homepage in Command.
- Add your contacts into Command with the excel sheet you downloaded from the SA Contacts Lite App
- To make your life easier, you can also reach out to Scott Le Roy to upload your list to your contacts: support@scottleroymarketing.com

Start Working and Implementing Smartplans in Command for your Database

- Neighborhood Nurture
- [Click here for help on setting up a smartplan](#)

Start Reading The Millionaire Real Estate Agent by Gary Keller

- By reading this book you will learn how to build your business and learn systems to get you into production.
 - [Click here to purchase book](#)
- You can also download on The Audible App and listen to it



WEEK 3- Get Acquainted with YOUR Business!

Search Properties on the [California Regional Multiple Listing Service \(MLS\)](#) ○ You received access in week one when you signed up for the Board of Realtors (SRCAR)

- Get familiarized with the MLS as it is a very important tool for your business.
- [CRMLS YouTube Page](#)

Physically preview five houses

- Follow the showing instructions on the MLS

Login and get familiar with [C.A.R-ZipForms](#)

- You received your login information when you signed up for SRCAR
- What is Zipform? Transaction management and forms software with all the must-have features, including current statewide contracts, local forms, and more.

Familiarize yourself with the Residential Purchase Agreement (RPA)

- A residential purchase agreement (RPA) is a basic document outlining the details of a real estate purchase between a buyer and a seller.
- Click here to watch training videos

Write an offer on one of the houses you previewed and email it to Monica (PC Coach) to review.

Shadow an agent at an Open House

- Reach out Monica if you need assistance finding an open house.

Attend Contracts and Disclosure with Kelli Duenes (online only)

- Every Wednesday at 9am
- Link is on the monthly calendar



WEEK 4- Your Database is YOUR Business!

[Register for IGNITE 2023](#)

- Ignite 2.0 has a single objective: to propel agents into immediate productivity. The course contains a wealth of foundational real estate content, enhanced by productivity-based exercises, an online tracking system, practical job aids, and powerful scripts
- Check with your Market Center to see when it starting

Begin 8x8 Campaign for existing contacts in Command

- [How to create an 8x8](#)

Set Up a 33 touch in Command for your database

- [How to create a 33 touch smartplan](#)

Host a Open House

- This will help you get leads and build your database

Start working the DTD2 Schedule

- [Click here to download the schedule](#)
- Reach out to Monica if you need assistance

