# **First 30 Days**

**Week One**

* **Join private KW Denton University Facebook**
* **Join private KW Denton Facebook**
* **Like public KW Denton Facebook page**
* **Join Local Realtor® Board (GDWCAR) -** [**GDWCAR.com**](https://www.gdwcar.com/join)
	+ - **Obtain NRDS#**
		- **RSVP for Board Training Orientation**
		- **Set up and Pay for NTREIS and E-key**
* **Office Access (main office, annex, and coaching office) - Refer to Onboarding Manual**
* **Accept Forewarn Email from Front Desk**
* **Attend Tech Onboarding**
	+ - **Setup/log in to Docusign-**
		- **Download and Setup KW Mobile App**
		- **Download Command app**
* **Send headshots (or best professional picture) to** **allison****grounds@kw.com**
* **Take KPA - Email Allison at allison@coachmeraki.com for link**
* **First Appointment with Coaches**
	+ - **KPA Validation**
		- **Goal Setting/ 4-1-1**
		- **Financial Thermostat/ GCI conversation**
		- **Create and maintain detailed ideal schedule**
		- **Opt into automated Coaching Texts**
* **Participate in weekly group coaching**
* **Download Marco Polo**

**Week Two**

* **Set Up Email Signature**
* **MyKW.KW.com profile completed to 100%**
* **Complete KW Connect Profile -**
* **Printer/Copier Set Up**
* **Set up Facebook Business Page**
* **Create database and input into Command**
* **Commit to memory KW values** [**WI4C2TES**](https://drive.google.com/file/d/1ZHjYsW42B_-FxcdR4b6fGTGgS_FOc8Jh/view?usp=sharing)
* **Attend at least one partner meeting-held on the first Wednesday at noon**
* **Lead generates 3 hour per weekday and at least 1 hour of lead follow-up per weekday. All leads and notes are to be input into KW Command.**
* **Download Showing Time**

**Week Three**

* **Add 50 Contacts per Week to Command Database**
* **Sign up for Phone Time Class**
* **Professional biography written, and headshots taken**

**Week Four**

* **Attend (by zoom or in person) Monthly accountability meeting with Julien for 30 day check in**
* **Sign up for Upcoming Ignite (Quarterly)**
* **Identify top 10 connectors (people who are likely to be a great referral source)**
* **Preview 5 houses a week (online or vacant)**

# **First 60 Days**

**Technology**

* **Command functions- Design, Opportunity, etc..**
* **Learn to Proficiently use Matrix**
* **Have document templates completed in zipform**

**Culture**

* **Attend One Weekly Partner Meeting**

**Business**

* **Create Business Value Proposition**
* **Create 36 touch**
* **Attend Command Neighborhood Lead Gen Class**
* **Attend Command Compliance Class**
* **Create database and input into Command (goal of 50 per week/ 10 a day)**
* **Identify Lead Source Opportunities (goal is 3-5)**
* **Modify (if necessary) and maintain detailed ideal schedule**
* **Lead generate 3 hour per weekday and at least 1 hour of lead follow-up per weekday.**
* **All leads and notes are input into KW Command**
* **Create Preferred Vendor List (inspector, title, mortgage, etc.)**
* **Preview 5 houses (vacant or online)**

**Coaching and Accountability**

* **Participate in weekly group coaching with Thomas**
* **Complete Weekly accountability tracker to report productivity metrics, struggles and successes.**
* **Attend (by zoom or in person) Monthly accountability meeting with Julien for 60 day check in**
* **Enroll/Attend Ignite (Quarterly)**
* **Attend Contract Class**

# **First 90 Days**

**Technology**

* **Become proficient with Command Campaigns (Social Media & Direct Mail)**

**Culture**

* **Attend One Partner Meeting**
* **Read Millionaire Real Estate Agent, SHIFT, HOLD, or The One Thing**
* **Identify one of the nine ALC Committees that you can add value to, and attend committee meeting**

**Business**

* **Modify (if necessary) and maintain detailed ideal schedule**
* **Lead generate 3 hour per weekday and at least 1 hour of lead follow-up per weekday.**
* **All leads and notes are input into KW Command**
* **Invest in personal web domain/email**
* **Find and begin attending regular local networking event(s)**

**Coaching and Accountability**

* **Participate in weekly group coaching with Thomas**
* **Complete Weekly accountability tracker to report productivity metrics, struggles and successes.**
* **Attend (by zoom or in person) Monthly accountability meeting with Julien for 90 day check in**
* **Complete Ignite**