

**The First 100 Days
Executive Assistant**

Name _____ Date _____

0–30 Days

	√	Indicates the activity is completed		
Training			Target Date	Actual Date
		Agent Orientation: KWConnect		
		Keller Williams Realty International Support Center		
		“Tools that Power Your Business”		
		“KWU Training and Education”		
		“KWConnect Distance Learning On Demand”		
		“eAgentC Technology Tour”		
		The Keller Williams Story		
		“Our History”		
		“MVBVP”		
		“Who’s Who in the Field”		
		“Kellerisms”		
		Keller Williams Models		
		“Follow the Models”		
		Market Center Orientation		
		Team Orientation		
		Grow Your Profit Share Tree		
		<i>MREA Admin: Managing the MREA Office</i> (read manual and create Action Plan with lead associate)		
		<i>MREA Operations Manual and Forms Appendix</i> (read manual and create Action Plan with lead associate)		
		Individual Training on Time Management		

0–30 Days (continued)

√	Indicates the activity is completed		
Role-Play		Target Date	Actual Date
	Practice phone scripts with lead associate.		
Shadowing		Target Date	Actual Date
	Shadow lead associate as he/she inputs MLS and KWLS information.		
	Shadow lead associate as he/she prepares listing and buyer packages.		
	Shadow lead associate as he/she handles mail and correspondence.		
Coaching		Target Date	Actual Date
	Enroll in MAPS Fast Track Coaching program.		
Reading		Target Date	Actual Date
	<i>SHIFT</i>		
Milestone Tasks		Target Date	Actual Date
	Complete mykw.kw.com associate information.		
	Answer all calls by third ring—handle customer inquiries or complaints.		
	Document and implement system for lead routing.		
	Document and implement system for entering MLS and KWLS information.		
	Document and implement system for listing and buyer packages.		
	Document and implement system for communications.		
	Implement time blocking.		
	Attend the Sales Meeting.		
	Attend the Team Meeting.		

31–60 Days

	√	Indicates the activity is completed		
Training			Target Date	Actual Date
		This Month in Real Estate (KWConnect)		
		<i>MREA Admin: Contract to Close</i> (read manual and create Action Plan)		
		CAMP 4:4:3		
Shadowing			Target Date	Actual Date
		Shadow lead associate as he/she handles transaction files.		
		Shadow lead associate as he/she handles advertising.		
		Shadow lead associate as he/she arranges for signs, lockboxes, and photographs.		
Reading			Target Date	Actual Date
		<i>The Millionaire Real Estate Agent</i>		
Milestone Tasks			Target Date	Actual Date
		Document and implement systems for filing.		
		Document and implement advertising systems.		
		Document and implement systems for signs, lockboxes, and photographs.		
		Enter MLS and KWLS information.		
		Prepare listing and buyer packages.		
		Implement time blocking.		
		Attend the Sales Meeting.		
		Attend the Team Meeting.		

61–100 Days

	√	Indicates the activity is completed		
Training			Target Date	Actual Date
		This Month in Real Estate (KWConnect)		
		Six Personal Perspectives		
Shadowing			Target Date	Actual Date
		Shadow lead associate as he/she handles client database.		
		Shadow lead associate as he/she handles bookkeeping.		
		Shadow lead associate as he/she updates website.		
		Shadow lead associate as he/she creates transactional reports.		
Reading			Target Date	Actual Date
		<i>The 360 Degree Leader</i> by John Maxwell		
Milestone Tasks			Target Date	Actual Date
		Document and implement system for managing databases.		
		Document and implement system for bookkeeping.		
		Produce P&L reports.		
		Document and implement system for updating the website.		
		Document and implement system for creating transaction reports.		
		Revise a system in order to increase efficiency.		
		Attend the Sales Meeting.		
		Attend the Team Meeting.		
Events			Target Date	Actual Date
		Attend a KWRI event (Masterminds, Mega Camp, or Family Reunion).		