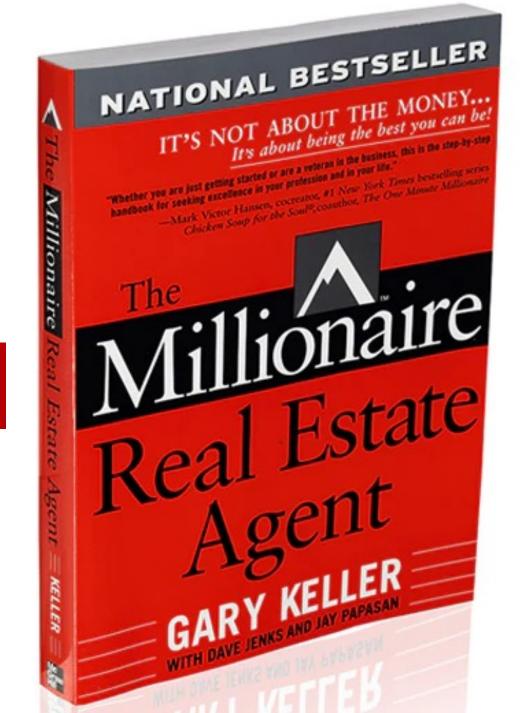


Working On v. In Your Business

A

The MREA Book Club





Material excerpted from *The Millionaire Real Estate Agent* appears courtesy of The McGraw- Hill Companies. *The Millionaire Real Estate Agent* is copyright © 2003–2004 Rellek Publishing Partners, Ltd. All rights reserved.



16 Issues Between Earn a Million and Net a Million

Leads

- 1. Sustaining a solid lead-generation program that emphasizes marketing and consistently increases the number of leads.
- 2. Tracking and converting leads through others.
- 3. Protecting your lead-generation focus time.
- 4. Weighing your options—the process of discovering what works and doesn't work for you.

Listings

- 5. Knowing the minimum number of seller listings you must list each month.
- 6. Listing the minimum number each month.
- 7. Getting sellers to accept the team concept.
- 8. Consistently marketing your seller listings for more leads.

Leverage

- 9. Making the time to learn and implement R/T/C/K (the Recruit/Train/Consult/Keep process).
- 10. Hiring "capacity" vs "cul-de-sac" talent.
- 11. Achieving accountability to the right standards.
- 12. Creating teamwork with "Rock and Role."
- 13. Combining quality service and quantity service.

Money

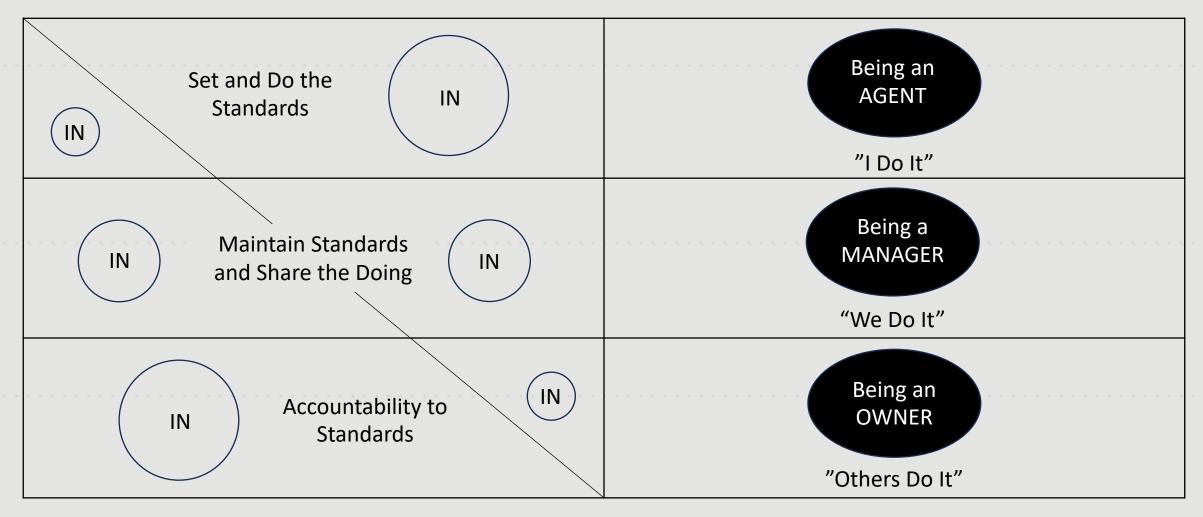
14. Sticking to the Budget Model and controlling your costs.

You

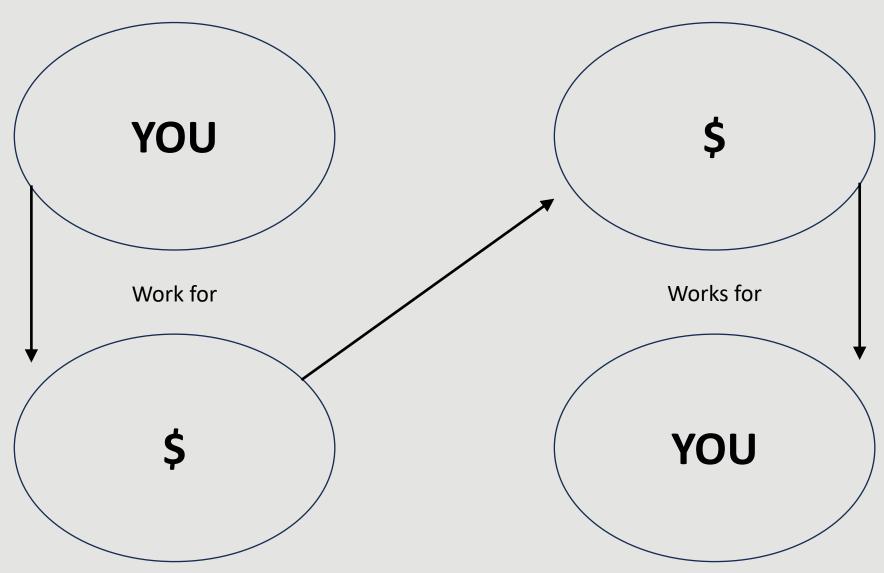
- 15. Staying focused on the 20 percent.
- 16. Counterbalancing your life to maintain your energy at a high level.



Moving From On In

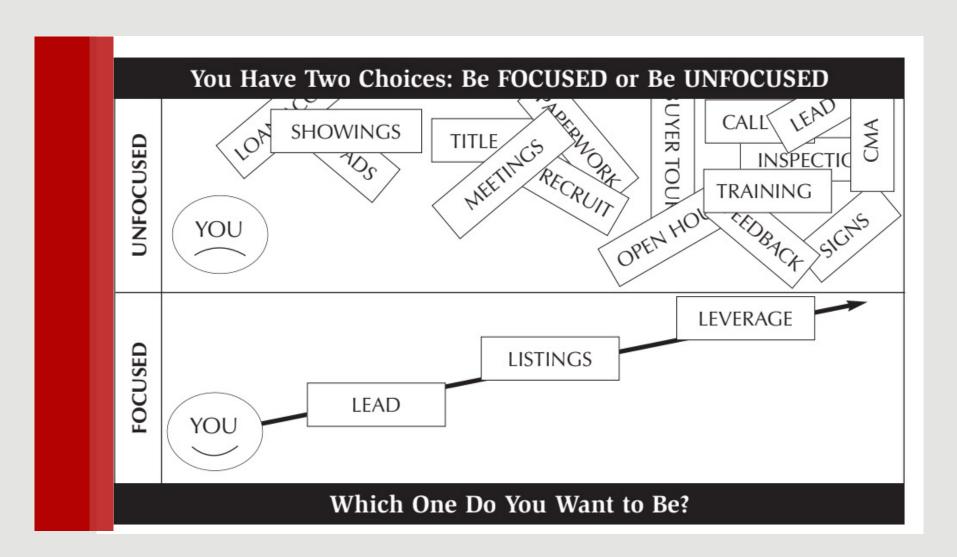






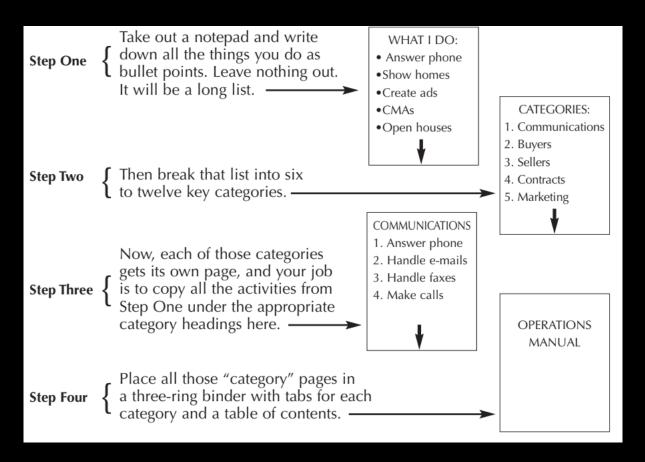


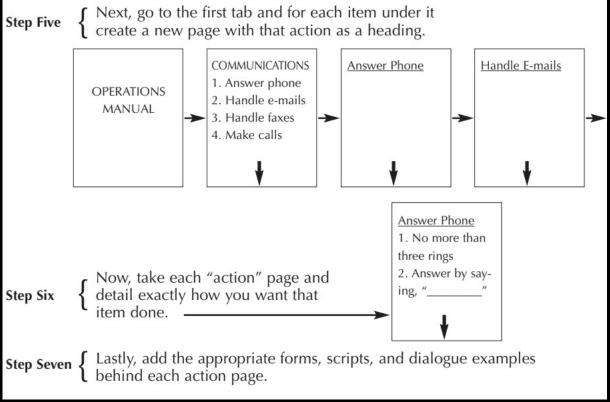
80:20 or The Pareto Principle



Keller #INK

The Systems Documentation Model (p. 244)





Congratulations, you've just created your Operations Manual!

MVVBP





MISSION



BELIEFS



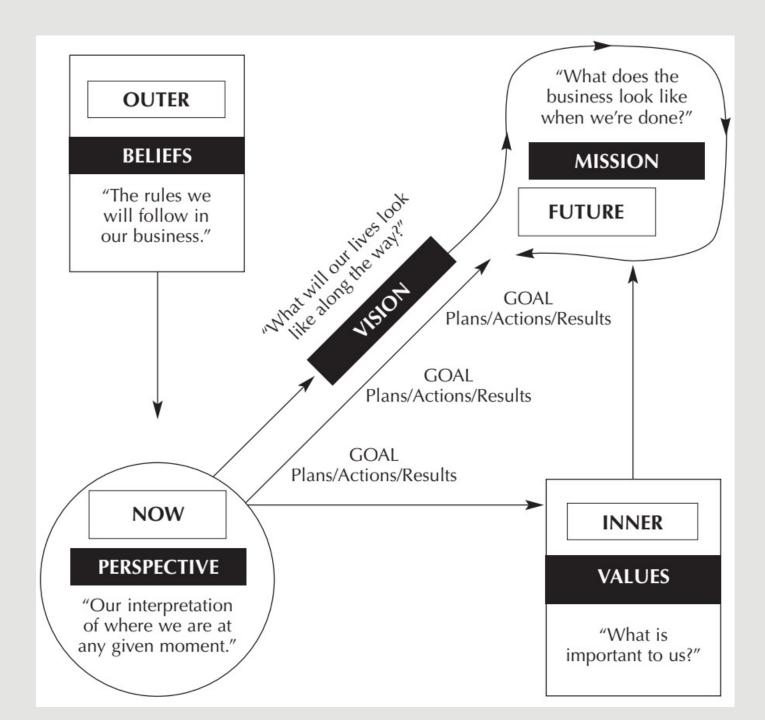
VISION





VALUES





MVVBP