# SOLO  AGENT  BUSINESS  ORGANIZER

|  | Business  Element | PCRS Location | Completion |
|---|---|---|---|
| 1 | PCRS Website Orientation | ------- | |
| **New Agent Start Up** | | | |
| 2 | Business Plan | Income/Expense Tracking | |
| 3 | Real Estate Specific Email Address | Recommended | |
| 4 | Social Media | Required Set Up | |
| 5 | Agent Website Selection | Required Set Up | |
| 6 | IDX Provider | Required Set Up | |
| 7 | Business Cards / Headshots | Required Set Up | |
| **Training** | | | |
| 8 | Contract Training | Solo Agent Training | |
| 9 | Listing Agreement Training | Solo Agent Training | |
| 10 | Seller Net Sheet | Solo Agent Training | |
| 11 | Two Stop Listing Series | Solo Agent Training | |
| 12 | Marketing Techniques | Solo Agent Training | |
| 13 | CMA: (RPR) | Pricing | |
| 14 | STELLAR Market Reports / Statistics | Mechanics | |
| **Account Set-Up** | | | |
| 15 | STELLAR (MLS) Initial Webinars (3 required): *Basic    *Compliance    *Add/Edit | StellarMLS Controlled | |
| 16 | Florida Realtors: Orientation | Required Set Up | |
| 17 | RPR (REALTOR Property Resource): Orientation | Required Set Up | |
| 18 | Dotloop Orientation | Solo Agent Training | |
| 19 | Forewarn | Required Set Up | |
| 20 | Do Not Call Registry | Required Set Up | |
| 21 | Five Star Rated Vendor Booklet | Required Set Up | |
| **Business Building** | | | |
| 22 | CRM Software (Prospects CRM) | Required Set Up | |
| 23 | SOI | Prospecting | |
| 24 | DataBASE | Prospecting | |
| 25 | Ignite RE (Farming) | Required Set Up | |

**Agent  Name:** _____     **Start  Date:** _____