

HBS BUSINESS ORGANIZER

	Business Element	PCRS Location	Completion
1	PCRS Website Orientation	-----	
2	HBS Video Training	Overview	
3	Real Estate Specific Email Address	Mechanics	
4	Business Cards / Headshots	Marketing Vendors	
5	CRM Software (Prospects CRM)	Prospecting	
6	STELLAR (MLS) Initial Webinars (2 required): *Basic: *Compliance:	MLS Training	
7	Florida Realtors: Account Set-up: / Orientation:	Agent Resources	
8	Dotloop Orientation	Mechanics	
9	Five Star Rated Vendor Booklet	Mechanics	
10	SOI	Prospecting	
11	DataBASE	Prospecting	
12	Business Plan	-----	
13	Agent Website Selection	Marketing Vendors	
14	IDX Provider	Marketing Vendors	
15	CMA: (RPR)	Mechanics	
16	RPR (REALTOR Property Resource): Account Set-up: / Orientation:	Mechanics	
17	STELLAR Market Reports / Statistics (Orientation)	MLS Training	

Agent Name: _____

Start Date: _____

*Main pages of these items can be found on: Agent Resources and Training