

Task	Details	Date
Read Millionaire Real Estate Agent Book	READ MILLONAIRES REAL ESTATE AGENT - 30 DAY	
Create Biography	Create a Short Biography for your Profile Page	
Purchase 2 domain Address from Go Daddy	Purchase 2 vanity URL's to be used to redirect people to your KW websites	
Contacts - tips on creating your Sphere of Influence	Create database (address book) of 100 - 200 people you know.	
Professional Photo	Have a professional Photograph taken for your business Card and Website	
Business Cards	Choose the style business card you wish to order – Business Cards are a personal choice and there is a large variety for you to choose. Please review the various styles prior to our meeting. – Click here to view various styles. State Law require that Keller Williams Real Estate and the office phone number be listed on your business card	
Order Name Badge	Order a Name Badge to create conversation when you are in public	
Create KW email account	Access your KW email thru Gmail - username is your KW email - password if your KW login password	
Set Up Voicemail	Set up your voicemail	
Upload 200 Contacts	Tips to increase your database	
Purchase Open House Signs	Open House Signs are for sale in the office or order signs on your own	
Purchase For Sale Signs	For Sale Signs are for sale in the office or order signs on your own	
Trend Setup	Contact Trend to make sure your Trend Account is setup	
Suburban West Set up	Contact Suburban West to schedule your orientation	
Reppert Factor	Reppert Factor is the IT Management Company whom maintains the internet systems and security at the Keller Williams office. A user profile will be set up for you and if you wish to use a laptop/computer in the office, then an ‘authenticator’ will be installed on your computer. A representative from Reppert Factor will contact you to set up an appointment for the installation. You must be in the office for the installation and it takes between 1 and 2 hours. They will ask you for your user name and password - your user name is the first initial of first name and your last name (Annemarie Hinds would be AHinds) and your password is password.	
Set Up Showingtime Account	Call Showing Time to retrieve your Login and Password. Follow instructions to Set up your account	
Set Up Realtor.com Account	Set up your realtor.com account. Be sure to complete all steps to get your profile to 100%	
Set Up ToolKit CMA Account	Set up your Toolkit CMA account which provides an alternative to eEdge Marketing Materials	
Activate eEdge Platform	Activate your eEdge platform to access the dashboard to drive your business	
Activate Dotloop	Dotloop Instruction Manual	
Activate KW Mobile App	Master your Mobile App	
Activate Surpra Keypad	Purchase and Learn about your Access Key at Suburban West - click to learn more info	
Review Settings for Market Center Intranet	Fastest way to see what is going on within our Market Center!	
Activate KW websites	tbd - changes implemented in May	
Greensheet	Greensheet Step by Step Instructions	
Review KW Dot Loop Polices and Precedures	DotLoop Submission Precedures	
Expand Social Media	More on Social Media	
Complete Profile to 100%	Additional Resource	
Activate Campaigns		
Create Buyers Presentation	see sample	

<u>Create Listing Presenttion</u>	<u>see sample</u>	
<u>Create Pre- Listing Presentaton</u>	<u>see sample</u>	
<u>Review Welcome New Associates Tab</u>		
<u>Review eEdge Manual</u>	<u>see sample</u>	
<u>Google Apps</u>	<u>Learn about the Google Apps that accompany your KW email</u>	
<u>Marketing Design Library</u>	<u>Learn the Desing Library for eEdge MyMarketing</u>	
<u>Dot Loop Training</u>	<u>Choose Agent Tab and watch all 5 videos</u>	