

Team Mastery™

Session 10

Building a High Performance Team



To your Achievement of Excellence in Life

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OBJECTIVES

During this session you will:

- Receive instructions for what to implement in the next 30-60 days.
- Learn how to construct a full Business Dashboard.
- Get insight into building your High Performance Team.

1. CREATE YOUR BUSINESS DASHBOARD

Your Business Dashboard

- ✓ Listings On Hand

- ✓ Triple Track
 - Overall Team

 - Your production

 - Listing Agent individually

 - Buyer's Agents individually

- ✓ Daily / Weekly Lead Log

- ✓ Weekly Activity Log

- ✓ Buyers Pipeline

- ✓ Sellers Pipeline

Team Triple Track

% of Buisness	Month	Minimum Acceptable						Average Anticipated						Maximum Obtainable						Actual						Last Year						# of LC	Net \$Closed	\$ Volume Closed
		LA	LT	LS	BA	BS	\$ Gen'rtd	LA	LT	LS	BA	BS	\$ Gen'rtd	LA	LT	LS	BA	BS	\$ Gen'rtd	LA	LT	LS	BA	BS	\$ Gen'rtd	LA	LT	LS	BA	BS	\$ Gen'rtd			
	January																																	
	February																																	
	March																																	
	Subtotal																																	
	April																																	
	May																																	
	June																																	
	Subtotal																																	
	July																																	
	August																																	
	September																																	
	Subtotal																																	
	October																																	
	November																																	
	December																																	
	Subtotal																																	
	Total																																	

Legend for the Triple Track

LA = Listing Appointments

LT = Listings Taken

LS = Listings Sold

LC = Listing Closed

BA = Buyer Appointments (Interview / Consultation)

BC = Buyers Committed (Committed clients either buyer agency signed or verbal commitment)

BP = Buyer Pending Contracts

BS = Homes Closed (on Buyer's side)

Team Leader Triple Track

% of Buisness	Month	Minimum Acceptable						Average Anticipated						Maximum Obtainable						Actual						Last Year						# of LC	Net \$Closed	\$ Volume Closed
		LA	LT	LS	BA	BS	\$ Gen'rtd	LA	LT	LS	BA	BS	\$ Gen'rtd	LA	LT	LS	BA	BS	\$ Gen'rtd	LA	LT	LS	BA	BS	\$ Gen'rtd	LA	LT	LS	BA	BS	\$ Gen'rtd			
	January																																	
	February																																	
	March																																	
	Subtotal																																	
	April																																	
	May																																	
	June																																	
	Subtotal																																	
	July																																	
	August																																	
	September																																	
	Subtotal																																	
	October																																	
	November																																	
	December																																	
	Subtotal																																	
	Total																																	

Legend for the Triple Track

LA = Listing Appointments

LT = Listings Taken

LS = Listings Sold

LC = Listing Closed

BA = Buyer Appointments (Interview / Consultation)

BC = Buyers Committed (Committed clients either buyer agency signed or verbal commitment)

BP = Buyer Pending Contracts

BS = Homes Closed (on Buyer's side)

Listing Agent Triple Track

% of Business	Month	Minimum Acceptable					Average Anticipated					Maximum Obtainable					Actual					Last Year					# of LC	Net \$Closed	\$ Volume Closed
		LA	LT	LS	BS	\$ Gen'rt'd	LA	LT	LS	BS	\$ Gen'rt'd	LA	LT	LS	BS	\$ Gen'rt'd	LA	LT	LS	BS	\$ Gen'rt'd	LA	LT	LS	BS	\$ Gen'rt'd			
	January																												
	February																												
	March																												
	Subtotal																												
	April																												
	May																												
	June																												
	Subtotal																												
	July																												
	August																												
	September																												
	Subtotal																												
	October																												
	November																												
	December																												
	Subtotal																												
	Total																												

Legend for the Triple Track
 LA = Listing Appointments
 LT = Listings Taken
 LS = Listings Sold
 LC = Listing Closed
 BP = Buyer Pending Contracts

Buyer's Agent Triple Track

% of Business	Month	Minimum Acceptable					Average Anticipated					Maximum Obtainable					Actual					Last Year					Net \$Closed	\$ Volume Closed
		BA	BC	BP	BS	\$ Gen'rd	BA	BC	BP	BS	\$ Gen'rd	BA	BC	BP	BS	\$ Gen'rd	BA	BC	BP	BS	\$ Gen'rd	BA	BC	BP	BS	\$ Gen'rd		
	January																											
	February																											
	March																											
	Subtotal																											
	April																											
	May																											
	June																											
	Subtotal																											
	July																											
	August																											
	September																											
	Subtotal																											
	October																											
	November																											
	December																											
	Subtotal																											
	Total																											

Legend for the Triple Track
 BA = New Buyer Appointments
 BC = Binding Buyer Contracts
 BP = Pending Contracts
 BS = Homes Closed

Daily Call Log Summary Report

Client _____ Coach: _____ Date: _____

Direct Inbound

Ad Calls

Sign Calls

IVR

Text

Direct Connet

Internet Leads

Zillow

Craigslist

Realtor.com

Trulia

Pay Per Click

Personal Domain

Misc. E-leads

Daily Total:

Daily / Weekly Call Log Summary Report

Client _____ Coach: _____ Date: _____

	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.	TOTALS
Direct Inbound								
Ad Calls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Sign Calls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
IVR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Text	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Direct Connet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Internet Leads								
Zillow	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Craigslist	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Realtor.com	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Trulia	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pay Per Click	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Personal Domain	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Misc. E-leads	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Daily Total:								

Team Mastery - Dual Agent Weekly Activity Grid

Team Agent:																										
	Week 1					Total	Week 2					Total	Week 3					Total	Week 4					Total	Contact Totals	
	M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F			
Contact Numbers																										
SOI / Past Client																										
Internet																										
IVR																										
Call In Leads																										
Lead FU																										
Production																										
Quality Leads Converted																										
Listing Appts																										
Listings Taken																										
Listings Pended																										
Buyer Appts																										
Exclusive Buyer Contracts																										
Buyer Pended																										
Daily Totals																										
	<u>B/intl</u>						<u>B/intl</u>						<u>B/intl</u>						<u>B/intl</u>							

Team Mastery - Buyers Agent Weekly Activity Grid

Team Agent:																										
	Week 1					Total	Week 2					Total	Week 3					Total	Week 4					Total	Contact Totals	
	M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F			
Contact Numbers																										
SOI / Past Client																										
Internet																										
IVR																										
Call In Leads																										
Lead FU																										
Production																										
Quality Leads Converted																										
Buyer Appts																										
ExclusiveBuyer Contracts																										
Buyer Pended																										
Daily Totals																										
	<u>B/intl</u>						<u>B/intl</u>						<u>B/intl</u>						<u>B/intl</u>							

Team Mastery - Listing Agent Weekly Activity Grid

Team Agent:																										
	Week 1					Total	Week 2					Total	Week 3					Total	Week 4					Total	Contact Totals	
	M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F			
Contact Numbers																										
SOI / Past Client																										
Internet																										
IVR																										
Call In Leads																										
Lead FU																										
Production																										
Quality Leads Converted																										
Listing Appts																										
Listings Taken																										
Listings Pended																										
Daily Totals																										
	<u>B/intl</u>						<u>B/intl</u>						<u>B/intl</u>						<u>B/intl</u>							

BUYERS PIPELINE DATE RANGE: _____
 FAX TO: 541-383-8832



Client: _____

Coach: _____

	Type*	Date	Name	Source	Pre-Approved	Lender Name	Amount Qualified	Purchase Date Target	Comments
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

***Type Key**

1-30

AA-1 – Committed to Me
 AA-2 – Probably with Me
 AA-3 – Possibly with Me

1-30

A-1 – Committed to Me
 A-2 – Probably with Me
 A-3 – Possibly with Me

30-90

B-1 – Committed to Me
 B-2 – Probably with Me
 B-3 – Possibly with Me

90-180+

C-1 – Committed to Me
 C-2 – Probably with Me
 C-3 – Possibly with Me

SELLERS PIPELINE DATE RANGE: _____
 FAX TO: 541-383-8832



Client: _____

Coach: _____

	Type*	Date	Name	Sellers' Address	Source	Estimated List Price	Target Date To List	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

***Type Key**

1-30

AA-1 – Committed to Me
 AA-2 – Probably with Me
 AA-3 – Possibly with Me

1-30

A-1 – Committed to Me
 A-2 – Probably with Me
 A-3 – Possibly with Me

30-90

B-1 – Committed to Me
 B-2 – Probably with Me
 B-3 – Possibly with Me

90-180+

C-1 – Committed to Me
 C-2 – Probably with Me
 C-3 – Possibly with Me

2. INSTITUTE WEEKLY PLANNING TIME

TEAM MASTERY™ WEEKLY DASHBOARD REVIEW

How is my lead volume? _____

Is it up or down? _____

Are the sources consistent or was one source up or down? _____

Why? _____

What new inventory did I get in listings?

What do I need price reductions on now?

Where are we goal versus actual on our Triple Track for the Team, on mine, Buyer's Agents, and Listing Agents? _____

Who is ahead so I can recognize and encourage? _____

Who is behind so I can help, encourage or light a fire? _____

What do we need to do to close the gap? _____

How many appointments do we need as a Team for the month? _____

How many are we short? _____

Where will they come from? _____

What projects are you working on that need more attention?

What time do you need to allot to advance them? _____

Who do I need to call personally to advance my business?

What past clients, sphere, or leads do I need to reach out to?

How many appointments am I going to personally commit to next week? _____

3. CREATE YOUR BRAND/LOGO

4. IMPLEMENT A CLIENT RELATIONSHIP GATHERING SYSTEM

CLIENT CLOSING INFORMATION SHEET

Mark Spain Team- Please email this FORM and HUD to
adminteam@markspain.com

The Mark Spain Team Agent's Name: _____

Client's Name: _____

Mailing Address: _____ *Temporary Address OR* _____ *Permanent Address*

Street Address: _____

City _____ State _____ Zip Code _____

New Phone (Home) _____ Mobile (Her-His) _____

His Work: _____ Her Work: _____

E-Mail Address (his): _____

Email Address (hers): _____

Source of Referral: _____

Closing Date: _____ Move-In Date _____

Birthdays: *(Year Optional)*

Name: _____ Birthday _____

Name: _____ Birthday _____

.....

Complete the Information Below:

1. Name of Mortgage Company and Loan officer: _____

2. Name of Closing Attorney: _____

3.. Did the owner purchase a Home Warranty? Yes _____ No _____

If yes, what is the name of the Warranty Company? _____

Did the Mark Spain Team order the warranty? Yes _____ No _____

4. Lead Source: _____

PLATINUM CLIENT PROFILE

Our desire is to provide ongoing value and service to our clients. That commitment extends far beyond the closing of our initial transaction. We firmly believe we are in a long-term service relationship with each of our clients. We are focused on being a service provider for you and your family for life. With that in mind, we would ask you to spend a few minutes completing our Platinum Client Profile. We look forward to providing you, your family and friends our Platinum service for life.

Date _____

CUSTOMER

1. Customer's Name? _____

Does s/he use a nickname? _____

2. Company name? _____

3. Company Address?

Home address?

4. Telephone numbers? (Which is best to reach at?)

Business: _____ Home: _____

5. Date of Birth? _____

Place of birth? _____

What is his/her Hometown? _____

EDUCATION

6. High school? _____

Year graduated _____

Attend College? Which one? _____

Year graduated _____

7. Did you belong to any College fraternity/sorority? If so, which one?

8. Did you participate in sports?

FAMILY

9. What is Spouse's name and occupation?

10. What is Spouse's education?

11. What are Spouse's interests?

12. When is your Anniversary?

13. Do you have Children? If yes, names/ages?

14. What are your Children’s education levels?

15. Children’s interests? (hobbies, problems, etc.)

SPECIAL INTERESTS

16. Do you belong to any clubs, fraternal associations or service clubs? (Masons, Kiwanis, etc.)

17. Are you active in your community? How?

LIFESTYLE

18. What is your favorite place for lunch?

What is your favorite place for dinner?

19. Do you enjoy spectator sports? If so, which sports and teams?

5. IMPLEMENT SCRIPTS IN YOUR PROSPECTING AND LEAD FOLLOW-UP

6. REVIEW ALL EMPLOYEE AND INDEPENDENT
CONTRACTOR AGREEMENTS

EMPLOYMENT CONTRACTING AGREEMENT

This agreement for the employment of _____, herein Sub-Contractor, by **HIGHER TECH REALTY, INC.**, herein Contractor, its successors and assigns, entered into this ____ day of _____, 20_____.

In consideration of wages and other compensation to be paid by the Contractor to the Sub-Contractor, and in exchange for the labor provided by the latter, the parties do agree as follows:

1. Sub-Contractor shall be allowed access to certain information of the Contractor, all of which the Contractor considers confidential. This information shall include, but not be limited to data on home sales, data on names of potential home sellers and home purchasers, information pertaining to transactions in process, and information to be considered legally confidential by the parties being represented by the Contractor. While other information deals with the technology and internet presence of the Contractor. These many and varied types of information disclosed to Sub-Contractor would be considered sensitive or anti-competitive if disclosed to third parties. Sub-Contractor shall also be provided with certain forms and data print outs, which contain information, legal forms and work product of the Contractor, that if disclosed to third parties could also increase the ability of third parties to compete with Contractor in the Real Estate Sales business environment. To protect Contractor from a loss of competitive advantage the Sub-Contractor agrees not to disclose or use any such information or material for himself or other parties, and not to take any such material or reproductions thereof from the Contractor at any time during or after the employment with the Contractor.
2. The geographical territory to be governed by this agreement shall be the State of Georgia.
3. Sub-Contractor affirmatively states that they are not bound by any other employment agreement from prior employment that by accepting employment with the Contractor they have violated that agreement.
4. No waiver by either party to act in response of any breach by the other party of any provision of this Agreement shall be deemed or construed to be a waiver of said parties rights to act in the future.
5. Should any portion of this agreement be held to be invalid, unenforceable or void, such holding shall not have the effect of invalidating the entire remainder of this agreement, the parties hereby agree that the portion so held to be invalid, unenforceable, or void shall, if possible, be deemed amended or reduced in scope to comply with the law.
6. The term "Sub-Contractor" as used herein shall include all forms of labor provided in the Contractor/Sub-Contractor context, including but not limited to full time employment, part- time employment, independent contracting and volunteering. The payment of compensation or the form of payment thereof is not intended to be a condition precedent to the obligations and rights of the parties hereto.
7. The term "Contractor" as used herein shall be, where necessary for protection of confidentiality rights, expanded to include protection to the following entities, and as to which the Sub-Contractor acknowledges that they also may have rights of enforceability of this agreement, to which this shall include:

Mark Spain (Individual)
The Mark Spain Team ®
Keller Williams North Atlanta

8. Notices pertaining to this agreement must be in writing and sent to the following parties and addresses:

As to Contractor: **Higher Tech Realty, Inc.**
Attention: Mark Spain
5780 Windward Parkway, Suite 100
Alpharetta, GA 30005

Sub-Contractor's Initials _____

As to Sub-Contractor: _____

Agreed to an accepted this day and year as stated above as a condition of employment by the undersigned.

SUB-CONTRACTOR-_____

CONTRACTOR-**Higher Tech Realty, Inc.**

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and effective this _____ day of _____ 20_____, by and between _____ ("Company") and _____ ("Employee").

NOW, THEREFORE, the parties hereto agree as follows:

1. **Employment.**

Company hereby agrees to initially employ Employee as a _____ and Employee hereby accepts such employment in accordance with the terms of this Agreement and the terms of employment applicable to regular employees of Company. In the event of any conflict or ambiguity between the terms of this Agreement and terms of employment applicable to regular employees, the terms of this Agreement shall control. Election or appointment of Employee to another office or position, regardless of whether such office or position is inferior to Employee's initial office or position, shall not be a breach of this Agreement.

2. **Duties of Employee.**

The duties of Employee shall include the performance of all of the duties typical of the office held by Employee and such other duties and projects as may be assigned by an officer of the Company, if any, or the board of directors of the Company. Duties shall include

_____.

Employee shall devote his entire productive time, ability and attention to the business of the Company and shall perform all duties in a professional, ethical and businesslike manner. Employee will not, during the term of this Agreement, directly or indirectly engage in any other business, either as an employee, employer, consultant, principal, officer, director, advisor, or in any other capacity, either with or without compensation, without the prior written consent of Company.

3. **At Will.**

Employee acknowledges that Employee's employment is "at will", subject to applicable law, and that either Employer or Employee may terminate employment at any time, with or without notice, for any reason or no reason whatsoever. Nothing in this Agreement shall constitute a promise of employment for any particular duration or rate of pay.

4. **Compensation**

5. **Benefits.**

A. **Holidays.** Employee will be entitled to at least six (6) paid holidays each calendar year. Company will notify Employee on or about the beginning of each calendar year with respect to the holiday schedule for the coming year. Such holidays must be taken during the calendar year and cannot be carried forward into the next year.

B. **Vacation.** Following the first year of employment, Employee shall be entitled to 5 paid vacation days each year. Subsequent years of employment will revert to the vacation schedule as detailed in the Employee Handbook.

C. **Sick Leave.** Employee shall be entitled to sick leave and emergency leave according to the regular policies and procedures of Company. Additional sick leave or emergency leave over and above paid leave provided by the Company, if any, shall be unpaid and shall be granted at the discretion of the officers of the Company.

D. **Medical and Group Life Insurance.** Company agrees to include Employee in the group medical and hospital plan of Company at no charge during this Agreement. Employee is responsible for the premiums for any family members employee chooses to include under this coverage. Employee shall be responsible for payment of any federal or state income tax imposed upon these benefits.

E. **Pension and Profit Sharing Plans.** Employee shall be entitled to participate in any pension or profit sharing plan or other type of plan adopted by Company for the benefit of its officers and/or regular employees.

F. **Automobile.** Company agrees to reimburse Employee for Employees use of personal auto for Company purposes at the prevailing per mile rate as published by the IRS.

G. Expense Reimbursement. Employee shall be entitled to reimbursement for all reasonable expenses, including travel and entertainment, incurred by Employee in the performance of Employee's duties. Such expenses shall be pre-approved by an officer of the Company. Employee will maintain records and written receipts as required by the Company policy and reasonably requested by the officers of the Company to substantiate such expenses.

6. Term and Termination.

A. The Term of this Agreement shall commence on _____ and it shall continue in effect for a period of One (1) year and unless otherwise terminated as allowed herein, the payment terms herein shall continue as specified in this Agreement, until this Agreement is terminated, unless terms are otherwise revised in writing and signed by both parties. This Agreement and Employee's employment may be terminated at Company's discretion at any time with two (2) days prior written notice to the Employee. Upon termination, Employee shall be paid any commissions earned but unpaid. Earned commissions shall be defined as commissions earned in the pay period of termination and shall not include commissions for future pay periods as such commission is not earned until coaching actually takes place.

B. This Agreement may be terminated by Employee at Employee's discretion by providing at least thirty (30) days prior written notice to Company. In the event of termination by Employee pursuant to this subsection, Company may immediately relieve Employee of all duties and immediately terminate this Agreement, provided that Company shall pay Employee commissions earned up to the termination date included in Employee's original termination notice.

C. In the event that Employee is in breach of any material obligation owed Company in this Agreement, habitually neglects the duties to be performed under this Agreement, engages in any conduct which is dishonest, damages the reputation or standing of the Company, or is convicted of any criminal act or engages in any act of moral turpitude, then Company may terminate this Agreement upon twenty-four (24) days notice to Employee. In event of termination of the agreement pursuant to this subsection, Employee shall be paid only at the then applicable commissions earned up to and including the date of termination.

7. Non-compete.

Incorporated by specific reference. It is understood and agreed that Employee has been compensated for that Agreement herein, through payment of a separate and distinct amount as agreed by the parties.

8. **Notices.**

Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given to the appropriate party by personal delivery or by certified mail, postage prepaid, or recognized overnight delivery services;

If to Company:

If to Employee:

9. **Final Agreement.**

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

10. **Governing Law.**

This Agreement shall be construed and enforced in accordance with the laws of the state of **Oregon.**

11. **Headings.**

Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

12. **No Assignment.**

Neither this Agreement nor any or interest in this Agreement may be assigned by Employee without the prior express written approval of Company, which may be withheld by Company at Company's absolute discretion.

13. **Severability.**

If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

14. **Arbitration.**

The parties agree that they will use their best efforts to amicably resolve any dispute arising out of or relating to this Agreement. Any controversy, claim or dispute that cannot be so resolved shall be settled by final binding arbitration in accordance with the rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator or arbitrators may be entered in any court having jurisdiction thereof. Any such arbitration shall be conducted in **(enter city, state)** or such other place as may be mutually agreed upon by the parties. Within fifteen (15) days after the commencement of the arbitration, each party shall select one person to act as arbitrator, and the two arbitrators so selected shall select a third arbitrator within ten (10) days of their appointment. Each party shall bear its own costs and expenses and an equal share of the arbitrator's expenses and administrative fees of arbitration.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

By: _____
Company Date

By: _____
Employee Date

BUYER'S AGENT NON-COMPETE AGREEMENT

This Agreement is entered into effect _____ between _____, and _____.

It is agreed as follows:

1. **Agreement:** _____ to fill Licensed Assistant role for _____.

This Agreement does not constitute or imply an employee - employer relationship between _____ and _____, nor does it constitute or imply an employee - employer relationship between _____ and _____ (Broker).

2. **Duties** of the Licensed Assistant:

- * Prospect for Sellers/Buyers daily
- * To show property
- * To hold open houses _____
- * To close _____ deals per month, minimum standard
- * To get _____ contacts per day, minimum standard
- * To set _____ appointments per week, minimum standard

3. **Compensation:** _____'s compensation will be through _____ (Broker). Compensation to be _____% of any transaction that is written by _____ where the listing is one of _____, and _____% of Co-op transactions written by _____ or any listing taken by _____, where _____ is the procuring cause of the listing will be compensated at _____%. _____ will be responsible for all withholding and self-employment taxes associated with compensation through _____ (Broker).

- _____ expenses to be paid completely by _____. These expenses to include, but not limited to, cellular phone, professional dues, error and omission insurance, licensing fees, multiple listing fees, association dues, and any _____ (Broker) fee associated with being part of _____ (Broker) or _____ (Broker) International.

4. **Covenant not to Compete:** For a period of two (_____) years commencing on the date upon which _____ leaves this association with _____, for any reason, _____ may not enter into or carry on as owner, employee, or otherwise one or more businesses that compete with _____, _____ further agrees that for a period of two (_____) years following upon the date when this agreement between _____ and _____, _____ will not solicit for _____'s own account or for the account of their orders for services similar to services performed by _____, during _____'s agreement with _____, from any person who or entity which was a customer of _____ or which _____, was actively soliciting to be a customer. Nor will _____ at any time, directly or indirectly urge any customer or potential customer of _____ to discontinue business or not to do business with _____. All clients in transactions past and present are accounts of _____ and cannot be contacted by _____.
5. **Enforcement:** This Agreement is to be construed in accordance with the laws of the State of _____. Any action arising in connection with this Agreement must be brought in _____ County Superior Court, _____ (City), _____ (State). By this Agreement, the parties confer jurisdiction over the subject matter of and parties to this Agreement. The party who prevails in any such action will be entitled to an award of the reasonable costs and attorney's fees incurred in the action.

IN WITNESS WHEREOF, the parties have executed this Agreement.

Lead Agent

Licensed Assistant

7. CONDUCT REGULAR SALES MEETINGS

8. CONDUCT ONCE-A-MONTH MEETINGS ONE-ON-ONE WITH EACH TEAM MEMBER

9. TIME TRACKING AND TIME BLOCKING

TEAM MASTERY™ 15-Minute TIME BLOCKING SCHEDULE

Client _____ Group: _____ Coach: _____ Date: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6AM							
6:15							
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TEAM MASTERY™ 1/2 HR TIME BLOCKING SCHEDULE

Client _____ Group: _____ Coach: _____ Date: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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BUILDING HIGH-PERFORMANCE TEAMS

- **The myth of one**

- **Get your ego out of the way**

“The first method for estimating the intelligence of a ruler is to look at the men he has around him.” – Machiavelli

- **Establish a Play-to-the-limit culture**

- **If you want to win big, the price will increase**

- **Mastering Team success**

- ✓ Education
- ✓ Training
- ✓ Coaching

ACTION PLANS – WEEK 10

1. Create your Business Dashboard.
2. Institute weekly planning time.
3. Create your Brand/Logo.
4. Implement a client relationship gathering system.
5. Implement scripts in your prospecting and lead follow-up.
6. Review all employee and Independent Contractor agreements.
7. Conduct regular sales meetings.
8. Conduct once-a-month meetings one-on-one with each Team Member.
9. Time tracking and Time Blocking.

Select which you need to implement now. Select a date by each that you will have it done.