

# Maximum One Mentoring Program

Mentee: \_\_\_\_\_

## Mentee Checklist

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|--|---|
| <input type="checkbox"/> Go Over Mentor Agreement  | <input type="checkbox"/> Work on Objection Handling                     |
| <input type="checkbox"/> Go Over Mentoring Procedures  | <input type="checkbox"/> Set up Social Media Business Pages             |
| <input type="checkbox"/> Set Program Expectations  | <input type="checkbox"/> Train for AOD & Schedule 1 Session Minimum     |
| <input type="checkbox"/> Availability Schedule   | <input type="checkbox"/> Get Familiar with Vulcan 7, Spokeo             |
| <input type="checkbox"/> Onboarding Emails   | <input type="checkbox"/> Get Comfortable with BombBomb                  |
| <input type="checkbox"/> Order Business Cards  | <input type="checkbox"/> VoicePad Training                              |
| <input type="checkbox"/> Order Name Tag(s)   | <input type="checkbox"/> Choose CRM & Train (Chime)                     |
| <input type="checkbox"/> Get SUPRA Key & Lockbox   | <input type="checkbox"/> Set-up Your Website                            |
| <input type="checkbox"/> SUPRA Key Training, Lockbox Operation                                   | <input type="checkbox"/> Complete Mock Contract                         |
| <input type="checkbox"/> Wire Fraud Disclosure on Email Signature                                | <input type="checkbox"/> Take Contract CE Class                         |
| <input type="checkbox"/> Attend Orientation & PPL Training                                       | <input type="checkbox"/> Take Lead Generation CE Class                  |
| <input type="checkbox"/> SOI List of 100   | <input type="checkbox"/> Take Business Planning/Lead Gen Plan of Action |
| <input type="checkbox"/> Introduction Letter   | <input type="checkbox"/> Take Buyer CE Class                            |
| <input type="checkbox"/> Buyer Consultation/Presentation   | <input type="checkbox"/> Take Listing CE Class                          |
| <input type="checkbox"/> Listing Presentation  | <input type="checkbox"/> Take Customer Service CE Class                 |
| <input type="checkbox"/> Business Plan   | <input type="checkbox"/> Take Law CE Class                              |
| <input type="checkbox"/> Goal Setting  | <input type="checkbox"/> Take Ethics CE Class (Req'd for Realtor)       |
| <input type="checkbox"/> FMLS Training   | <input type="checkbox"/> Take 25 Hour Post License CE Classes           |
| <input type="checkbox"/> GAMLS Training  | <input type="checkbox"/> Learn to use GSCCCA.org                        |
| <input type="checkbox"/> Set up FREE MX1 App   | <input type="checkbox"/> Set-up Profiles on Realtor & Zillow            |
| <input type="checkbox"/> Purchase URL ( <a href="http://www.YourName.com">www.YourName.com</a> ) | <input type="checkbox"/> Set-up Social Media Pages                      |
| <input type="checkbox"/> Set up GAMLS Website  | <input type="checkbox"/>  |
| <input type="checkbox"/> Read Orientation Manual   | <input type="checkbox"/>  |
| <input type="checkbox"/> Work on Scripts/Dialog  | <input type="checkbox"/>  |
| <input type="checkbox"/> Read Policy & Procedure Manual  | <input type="checkbox"/>  |
| <input type="checkbox"/> Property Search in FMLS & GAMLS   | <input type="checkbox"/>  |
| <input type="checkbox"/> Comps Report in FMLS, Cloud CMA, GAMLS                                  | <input type="checkbox"/>  |
| <input type="checkbox"/> rDocs & Transaction Desk Training/                                      | <input type="checkbox"/>  |
| <input type="checkbox"/> Reference Section of Paperless Pipeline                                 | <input type="checkbox"/>  |
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