The Systems Documentation Model of the Millionaire Real Estate Agent

Step

Take out a notepad and write down all the things you do as bullet points. Leave nothing out. It will be a long list.

Step

Then break that list into six to twelve key categories.

Step

Now, each of those categories gets its own page, and your job is to copy all the activities from Step One under the appropriate category headings here.

Step

Place all those “category” pages in a three-ring binder with tabs for each category and a table of contents.

Step Five

Next, go to the first tab and for each item under it create a new page with that action as a heading.

Step Six

Now, take each “action” page and detail exactly how you want that item done.

Step

Lastly, add the appropriate forms, scripts, and dialogue examples behind each action page.

Congratulations, you’ve just created your Operations Manual.