

CREATE AN EXTRA DAY EACH WEEK

Your Time 'Investment' Checklist

Learn more and watch the whole Course at www.realreach.com.au

I Colour Code my electronic diary to track where my time is being invested

I am Currently Investing my Time:

Wealth ___% **Growth** ___% **Revenue** ___% **Admin** ___%

I am aiming to Invest my Time:

Wealth ___% **Growth** ___% **Revenue** ___% **Admin** ___%

I have completed a 3 Russian Brothers Exercise for myself

I have completed a 3 Russian Brothers Exercise for my team

I know the % Mix of my whole business, and who is contributing what % time

We have a documented Organisation Chart / Communication Diagram

Position Descriptions exist for every Role

Each Role has clear KPIs and/or an Ideal Week to measure their success

Position Descriptions have been signed by every team member

A Responsibility Chart has been completed and shared

Our business has regular team meetings with a standing agenda

	Frequency	Length	
Shareholders	_____	_____	<input type="checkbox"/>
Strategy Meetings	_____	_____	<input type="checkbox"/>
Leadership Team	_____	_____	<input type="checkbox"/>
All Office (Culture)	_____	_____	<input type="checkbox"/>
Sales Team	_____	_____	<input type="checkbox"/>
Property Management	_____	_____	<input type="checkbox"/>
Training	_____	_____	<input type="checkbox"/>
Administration	_____	_____	<input type="checkbox"/>

Our Workflows have been documented, printed, and presented to the team

Our Policy and Procedures manual is continually being improved

We have a Training Plan documented and being implemented

All team members have regular reviews with their manager and/or the Principal

As the Principal, I find ways to Coach as well as Lead

I have a documented Commercial Vision for my Agency

I am clear about the #1 Strategic Priority in my business right now

I believe "There is always enough time"