**Real Estate Dialer**

**TOP 3 DUTIES**

1. **Talk to 100 people per week**
2. **Schedule 8 appointments per week**
3. **Fill events (happy hours, lunch and learns, etc)**
4. **Talk to 100 people per week**
	* Call clients from the database (updates/check ins)
	* Call new referral partners for qualifying meeting
	* Establish theme days
5. **Schedule 8 appointments per week**
	* Set meetings with prospective referral sources
	* Schedule lunch/coffee with Top 50 VIP List and Top 50 Past Client List every week
6. **Fill events (happy hours, lunch and learns, etc)**
	* Fill Lunch and Learns
* Min of 10 people per
* Coordinate RSVPs and confirmations up to day of event
* Set up before L&L: food, handouts, etc.
* Burning CORE CD of topic prior to L&L
* Add new attendees to database
* Thank you’s (HW) post event
	+ Fill monthly Happy Hours
		- Min 15 people
		- Invite per email/punchbowl, and week of (Monday/Tues) call those not responded to get them there!
		- Thank you’s (HW) post event