

# Ready, Set, GOAL!

Use this checklist  
to keep your  
business on track  
all year long.

## Goals Written Plan all Five Circles

- Spiritual
- Family
- Business
- Financial
- Personal

## Get a Support System!

Buffini & Company services like One2One™ Coaching keep agents accountable for reaching business and personal goals. Sign up for a free business consultation to see if coaching or another program offering can help you succeed: [buffiniandcompany.com/bc](http://buffiniandcompany.com/bc)

## Business Plan Complete

- Marketing plan
- Lead generation strategy
- Professional development opportunities

## Create a Budget

- Business spending plan  
*Don't forget to save for taxes!*
- Personal spending plan
- Review/set up business account

## Check In With Database

- Add database to your real estate CRM  
*We recommend Referral Maker® CRM!*
- Sort and qualify existing relationships

## Create Your Schedule

- Implement a time management strategy
- Include webinars and business events on the calendar