



## Top 10 Things to know about Teams

1. How many of you **have assistants**?  
 You are **already on a team**, you just don't know it.  
 Why do people make \$12/hour  
 You either have an assistant or **you are one**.  
 What **kind of an assistant** are you or do you have?
  
2. Here we go  
  
 Writes your **job description** on a legal pad on the left side  
 Draw column and put arrows  
 If you can **give it away for \$12/an hour** you are **no longer allowed** to do it  
 Everyone should be more interested in **investing their time** than their money, because it has more value  
**Leverage and invest** your time
  
3. **Checklists** for Everything, you cannot give away what you do not understand, don't know and don't have organized into a system.
  
4. **Technology**  
 Dotloop  
 Realtyjuggler  
 Client Letter  
 Quickbooks
  
5. **Databases** are a game changer  
 Client Letter  
 Identify and love your referral sources  
 Figure out your business sources  
 Call Tony and mid August, like he told you to
  
6. Go where you are **already making money first**
  
7. First assistant – **admin and personal marketing**



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8. **Operations** manual (Checklists)  
**Training** manual  
**Scheduled** Training - don't try outsource your chaos  
**Checklist for Accountability** - you can check the work and it is Easier
9. Do an **AM Routine**  
 1st two hours  
 If you do it then, you must  
 Stop Interrupting yourself
10. **Schedule time** to do this - you have a choice  
  
 1 house this year or cut your grass and shovel the snow  
  
 2 houses a year or cut the grass, shovel the snow and clean your house once a week for 3 hours