

Weekly Business Review Outline

1. **Anything YOU want to make sure we cover today?**
 - a. Log it, then move on.
 - b. This is a BUSINESS REVIEW—if we don't have time to get into other stuff, we'll set a time to do so.
2. VPF review:
 - a. **Are YOU consistently filling this out weekly?**
 - b. Discuss game plan for the rest of the quarter.
3. Recruit pipeline review:
 - a. **What does it look like?**
 - b. **Anyone I can help with?**
4. Roster review:
 - a. **Are weekly business reviews happening?**
 - b. Roster rundown: **Who's in the red & what's the game plan to get them out?**
 - i. Review Potential follows.
 - c. Organizational Stats Site:
 - i. **Who's missing & why?**
5. Detailed weekly schedule.
 - a. **What's YOUR plan?**
6. Timely topics: TM, calendar, Agency Days, holidays, etc.
 - a. **What's YOUR game plan?**
 - b. **What's YOUR people's game plans?**
7. **What does YOUR business need from YOU in the next 3 weeks?**
8. **What is happening to PROACTIVELY DEVELOP net key players?**
 - a. **What are they reading and/or listening to?**
 - b. **What are their habits/routines?**
9. Vision review
 - a. **Do YOU feel you're on track to achieve your vision?**
10. **What is the ONE thing YOU can implement today/this week that will have the biggest impact on YOUR business NOW? What is the ONE area of YOUR business that needs the most work?** (These can be different)
11. Review action items and plan for execution and follow-up:
 - a. **What action items do YOU have on your list from today's conversation?**
 - b. **When will YOU have them complete?**
 - c. Follow up on the next call or agree to accountability.