

QUANTUM MASTERS™ COACHING

Agent's Manual



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Training Notes

Date

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Training Notes

Date

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Quantum Masters Coaching™ Time Commitment

The times for the program will be determined in advanced. No changes can be made to the final commitments without unanimous agreement of the participants.

Please initial each time commitment:

Initials	Event	Day/Date	Time
_____	Meeting One	_____	_____
_____	S.E.L.L. Day 1	_____	_____
_____	S.E.L.L. Day 2	_____	_____
_____	Meeting Two	_____	_____
_____	S.E.L.L. Day 3	_____	_____
_____	Scientific Marketing	_____	_____
_____	Meeting Three	_____	_____
_____	Meeting Four	_____	_____
_____	Meeting Five	_____	_____
_____	Probe Day 1	_____	_____
_____	Probe Day 2	_____	_____
_____	Probe Day 3	_____	_____
_____	Meeting Six	_____	_____
_____	Meeting Seven	_____	_____

I understand that I have committed to attend Quantum Masters Coaching™ and Quantum Trainings on each of the above dates. If I miss any meeting or significant part of an event, I will need to drop out of this coaching session and attend a later one (at the discretion of the coach)

Signature: _____

Date: _____



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Sample Foundation

The Quantum Masters Coaching™ Program is designed to help you identify ways in which you will become more effective. The success of the program requires the following:

1. Attendance to each and every module
2. Attendance on time to each session. Housekeeping for late participants will be done as a group process. The Coaching Meeting begins at exactly _____
3. No smoking in the training room.
4. That each participant commits to being open, willing to be confronted, and willing to actively participate in each session, and specifically to tell the truth and be honest. Additionally, each participant agrees to show respect and compassion for everyone in the group.
5. That the content of the meeting is a private and confidential matter between you and the group. All materials, forms, concepts and conversations shall be kept strictly confidential.
6. That each participant commits to reviewing their vision daily and will make daily commitments relevant to their vision, except when vacationing. Vacations are to be scheduled in advance and detailed in the first meeting.
7. That each participant commits to managing and integrating his/her life in the areas of business, personal, health and recreation. Each participant agrees to support each other in the face of negativity and resistance; and each participant agrees specifically not to compete with anyone in this group.
8. That no alcohol or drugs will be ingested 12 hours prior to each session.
9. That all portable pagers and phones brought into the room are to be turned off (not on vibrate.)
10. That each commits to developing a measurable goals and plan of action for the duration of the program.
11. That each participant commits to enrolling his/her personal and professional relationships in supporting him/her in this program.
12. That any changes require unanimous agreement from the group.
13. That the communication during the training is with the coach, or the group as facilitated by the coach.

Signature _____

Date _____

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Quantum Masters Coaching™

BUSINESS ANALYSIS

Closed Transactions

For: _____

Twelve Months Ending: _____

Address	Buyer	Seller	Sales Price	Commission Earned
Totals				

- 1. # Closed Transactions: _____
- 2. Total \$ Volume (Sales Price) Closed _____
- 3. Average Sales Price (Line 2 ÷ Line 1) _____
- 4. Total Commission Earned _____
- 5. Average Commissions per Transaction
(Line 4 ÷ Line 1) _____

If you did both side, count it twice, once as a buyer transaction and once as a seller.

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Training Notes

Date

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BUSINESS ANALYSIS

Listing Taken

For: _____

Twelve Months Ending: _____

Property Address	Date Sold	Date Exp/ Off Mkt	Reason it didn't Sell or Price it sold for.

Number Listing Taken _____

Number Listings Sold _____

% Listing Sold (Line 2 ÷ Line 1) _____

Total Dollar Volume of Listing Sold; _____

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BUSINESS ANALYSIS

Sources of Business for Closed Transactions

For: _____

Twelve Months Ending: _____

Property Address	Source of Business

Enter Totals for the following Categories:

Geo Farm	_____	Past Client	_____
FSBO	_____	Advertising	_____
Open House	_____	QHT™	_____
Relo referral	_____	Relative	_____
Floor Time	_____	Friend	_____
Expired (OB)	_____	Other	_____
Internet	_____	OB referral	_____
Jelly Bean Jar	_____	Other	_____

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BUSINESS ANALYSIS

Marketing Expenses

For: _____

Twelve Months Ending: _____

	Past 12 months	Plan next 12 months
1 Newspapers Ads		
2 Magazine Ads		
3 Yellow Pages		
4 TV/Radio		
5 Direct Mail		
6 Church/ Club Directories		
7 Promotional flyers		
8 Postage		
9 Yard Signs/ Riders		
10 Photography		
11 Marketing Tools		
12 Personalized Marketing tools		
13 Open House supplies		
14 Other		
15		
16		
17		
TOTAL MARKETING EXPENSES:		

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Training Notes

Date

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BUSINESS ANALYSIS

Non-Marketing Business Expenses

For: _____

Twelve Months Ending: _____

	Past 12 months	Plan next 12 months
1 Auto (Lease/loan payment)		
2 Auto Expenses (gas maintenance)		
3 Auto Insurance		
4 E&O Insurance		
5 Dues (Realtor Assn, clubs, etc)		
6 MLS		
7 Professional books and tape		
8 Phone		
9 Office Supplies		
10 Equipment (Fax, software, copier)		
11 Computer Hardware 7Maintenance		
12 Seminars		
13 Lock Boxes		
14 Professional Services (Acct/Atty)		
15 Secretarial/Personal assistant		
16 Transaction Coordinator		
17 Sales Conference		
18 Licenses		
19 Gifts		
20 Business magazines		
21 Entertainment		
22		
23		
TOTAL BUSINESS EXPENSES:		

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BUSINESS ANALYSIS

Business Expenses Analysis

For: _____

Twelve Months Ending: _____

Total Commission Income (1099) \$ _____

Expenses:

Marketing: \$ _____

Business: \$ _____

Total Expenses \$ _____

Profit (loss) \$ _____

(Subtract Expenses from Income)

What % of your income is invested back into your business: _____ %

What % of your income is invested in Personal Marketing: _____ %

What are your opportunities for improving effectiveness?

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QUANTUM
MANAGEMENT
SYSTEMS



Training Notes

____ Date

Handwritten notes area consisting of numerous horizontal lines for writing.

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BUSINESS ANALYSIS

Production Analysis

For: _____

Twelve Months Ending: _____

1. Total Commission Income Earned _____

LISTING SIDE

2. Number of Listings taken _____

3. Number of Listings sold _____

4. % of Listings sold (Line 3 ÷ Line 2) _____

5. Total Volume of Listings Sold _____

6. Average Sales Price (Line 5 ÷ Line 3) _____

BUYER CONTROLLED SALES

7. Number of Buyer sales _____

8. Total Volume of BCS _____

9. Average Sales Price of the BCS (Line 8 ÷ Line 7) _____

UNIT TOTALS

10. Number of Listings Sold _____

11. Number BCS _____

12. Total Closed _____

AVERAGE INCOME PER UNIT

13. Total Commission Earned (Line 1) _____

14. Total Closed Units (Line 12) _____

15. Average Commission Earned per Unit ((Line 13 ÷ Line 14) _____

16. % business from Listings Sold (Line 3 ÷ Line 4) _____

17. % Business from BCS (Line 7 ÷ Line 14) _____

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Training Notes

_____ Date



Business Analysis

For: _____

12 months ending: _____

1 How much TOTAL income did you make in the last 12 months? (your 1099) \$

2 How much commission income from CLOSED Transactions did you receive? \$

3 How much in referral income (\$) did you receive? \$

4 How much in other business related income did you receive? \$

5 How many transactions you **OPENED** in the last 12 months? #

6 Calculate or estimate as accurately as possible the total number of transaction # that fell out.

7 How many **CLOSED** transactionS in the past 12 months #

8 Calculate the average value per **Opened** transaction to you. (total income ÷ total # of **Opened** transactions: Line 2 ÷ Line 5) \$

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Business Analysis

For: _____

12 months ending: _____

9 Calculate the average value per **Closed** transaction to you. (total income ÷ total # of **Closed** transactions: Line 2 ÷ Line 7) \$

10 Calculate or estimate as accurately as possible the total number of clients you **worked** with to close these transactions. # (Not just deals fell through, but clients who didn't buy + client's who bought =total)

List and identify all sources of marketing expenses related to your business.

Company Name	Amount Spent
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total:	\$ _____

13 Calculate the Average marketing cost of each transaction: Line 11 ÷ Line 7 \$

14 Calculate or estimate as accurately as possible the total hours spent creating, managing and developing the marketing program.



Business Analysis

For: _____

12 months ending: _____

15 Calculate or estimate as accurately as possible the TOTAL time spent on closed clients (B and S) Productive time only #

16 Determine your hourly billing rate. This is the total dollars generated by closed transaction (Line 2) divided by the total hours spent by you personally working with the client; not the prospecting or admin time (Line 15) \$/hr

17 Calculate the costs of Your marketing hours by multiplying total Marketing hours × your personal hourly billing rate. (Line 14 X Line 15) \$

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Commitment Worksheet

CONFIDENTIAL

The commitment format outlined is intended to enable you to realize maximum results.

All information will be held in confidence.

Name: _____

Date: _____

Coach: _____

Session No: _____

COMMITMENTS

Completed Not Completed

Business:

Personal

Health/Recreation:

Relationships/Family:



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QUANTUM
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Quantum Masters Coaching™ Tracking

Agent: _____ Branch: _____



ACTIVITIES	CONTACTS		APPOINTMENTS		RESULTS	
	Committ Date	Compl. Date	Committ Date	Compl. Date	Committ Date	Compl. Date

Training Notes

Date

Lined area for taking notes.



VISION MANAGER SUPPORT

PROBLEM DISASSOCIATION

EXAMPLE:

Partner does not achieve committed outcome:

Before attempting to “handle” the problem be sure that you are clear as to the intended support involved...no judging and no criticizing or fixing.

Use the following language to “Empower the Solution”:

1. What do YOU have to do...?
2. What will YOU need to do...?
3. What will YOU need to know...?
4. What would YOU suggest...?
5. What do YOU think might (work, solve, cause)... to happen?
6. What has to happen in order for... to happen?
7. What can YOU do in order for ... to be (resolved, solved, concluded, put together, handled)?
8. Given that we are (not going to, not ready to etc.) (what could YOU do, how are YOU, how could YOU)...?

EXAMPLE:

Partner does not call as agreed or does not support you:

Language:

1. What you are doing is not working for me.
 2. I understand how you feel.
 3. What has to happen for you to _____ with me?
 4. What can I as your vision partner do to support you? What will you need to do in order for it to work for you?
- Identify the issue. Create alignment, not control.
Use foundation as last resort. Use *FEEL, FELT, FOUND*.

Language:

What is it that is not working for you?
Are you willing to have it work?
What will you need to do in order to have it work for you?
What can I (we) do to support you?
What has to happen for us to be supporting of you?
What has to happen for you to be willing to be supported by me?