



# MANAGER'S CLUSTER REPORT ANALYSIS & EXCEPTION LIST

## Section VII Cluster Reports And Analysis

1. Review Agent Reports.
2. Identify 'no-shows" and set appointment to meet in group.
3. Identify agents who are dropping behind and schedule for Triage
4. Insure Quantum Home Tours and Open Houses are scheduled and in place
5. Schedule agents into phone evening and insure "right" people are there.

20 min

## Section VIII Schedule New Week

1. Assign Quantum Home Tour™ signs and fliers.
2. Write in appointments (Probing/Drop by).
3. Write in appointments to show property.
4. Schedule day off.
5. Schedule time to pass out fliers & talk with neighbors.
6. Schedule time to follow up on Quantum Home Tour™ leads:

### Guidelines

2 open houses 4 hrs each	=	8 hours <b>I</b>
" Pass out fliers 3 hrs each	=	6 hours <b>I</b>
" Follow up calls 1 hr each	=	2 hours <b>I</b>
6 appt to drop by or probe 2 hrs each	=	12 hours <b>I/P</b>
2 appointments to show Property 3 hrs each	=	<u>6 hours <b>P</b></u>
		34
		10 N time
		<u>44 hour week</u>

10 min

7. Each agent **commits** to weekly schedule.
8. Manager gets copy, team leader gets copy.
9. Commit to talk with partner each and every day to hold accountable to schedule for week.





# MANAGER'S CLUSTER REPORT ANALYSIS & EXCEPTION LIST

Date \_\_\_\_\_ Managers Name \_\_\_\_\_

Series 1 2 3 4 Year \_\_\_\_\_ Agent Office \_\_\_\_\_

**ESCROWS OPENED THIS WEEK:**

Property Address	Client	Price	B, S, S/B	Lender	Escrow	Title	Date Opened	Date Target

(B) Buying Agent,  
(S) Selling Agent,  
(S/B) Both

**ESCROWS EXTENDED OR MODIFIED:**

Property Address	Client	New Target Date	Other Changes

**ESCROWS FELL OUT:**

Property Address	Client	Reason for Failure

**ESCROWS CLOSED:**

Property Address	Client	Date Closed

