QUANTUM'S MASTERSTM

BUSINESS

PLAN

WORKSHEETS



QUANTUM'S MASTERSTM BUSINESS ANALYSIS

Closed Transactions

Fiscal/Calendar Year _____

Property Address	B.C.S. 🗸	L.S. 🗸	Sales Price	Commission Earned
			-4-	
	7. /			
	\mathcal{A}			
TOTALS				

1.	# Closed Transactions	
2.	Total volume closed transactions (add sales prices)	
3.	Average sales price (line 2 ÷ line 1)	
4.	Total commissions earned	

5. Average commission (line 4 ÷ 1)* If you sold your own listing, count each side as 1 transaction

${\bf QUANTUM'S\,MASTERS^{TM}\,BUSINESS\,ANALYSIS}$

Listings Taken

Property Address	Date Sold	Date Expired or Taken off Mar-	Reason Didn't Sell
	7 // /	V A '	
1. #Listings Taken			
2. #Listings Sold			
3. % of Listings Sold (line	e 2 ÷ line 1)		

QUANTUM'S MASTERSTM BUSINESS ANALYSIS Sources of Business

BUYER CONTROLLED SALES		
Property Address	Source of Busines	
Enter totals for the following car	tegories:	
From Quan	ntum Home Tour™ Sources:	
Buyers from Quantum	Listings from Quantum	
Home Tour TM	Home Tour TM	
Jelly Bean Jar TM	Jelly Bean Jar TM	
QHT FSBO's QHT Expireds	Referrals	
	tige Home Tour™ Sources:	
Buyers from Quantum	Listings from Quantum	
Home Tour TM	Home Tour TM	
Jelly Bean Jar TM	Jelly Bean Jar TM	
QHT FSBO's	Referrals	
QHT Expireds		
From Non Qu	antum Home Tour™ Sources:	
Geo Farm	Broker referral	
FSBO*	Past Client*	
Relocation Referral	Advertising	
Floor time	Relative*	
Expireds*	Friend*	
Internet*	Other	
* Non Jelly Bean Jar TM Business	QUANTUM	
Identify areas for possible improvement	t: 1 MANAGEMEN	
, i		
	(619) 490-3655 www.quantum-management.co	

QUANTUM'S MASTERSTM BUSINESS ANALYSIS Sources of Business

BUYER CONTROLLED SALES			
Property Address	Source of Business		
Enter totals for the following categories:			
Jelly Bean Jar Open House FSBO Floor time Expireds Other	Broker referral Relocation Referral Past Client Relative Friend Other		
Identify areas for possible improvement:			

QUANTUM'S MASTERSTM BUSINESS ANALYSIS Business Expenses (Marketing)

		Past Year	Plan Year
1.	Newspaper Ads		
2.	Magazine Ads		
3.	Yellow Pages Ads		
4.	TV/Radio		
5.	Direct Mail		
6.	Church/Club Directories		
7.	Promotional Flyers		
8.	Postage		
9.	Yard Sign/Riders, etc.		
10.	Photography		
11	CB Marketing Tools		
12.	Personalized Marketing Tools		
13.	Quantum Home Tour TM		
14.	Other		
TOTA	AL MARKETING EXPENSES:		



QUANTUM'S MASTERSTM BUSINESS ANALYSIS Other Than Marketing

	Past Year	<u>Plan Year</u>
1. Auto (lease or loan payment)		
2. Auto Expense (gas, maintenance)		
3. Insurance (Auto)		
4. Insurance (E&O)		
5. Dues (Clubs, Organization, etc.)		
6. MLS Membership		
7. Professional Books/Tapes		
8. Phone		
9. Office Supplies		
10. Equipment (FAX, Software, Copy Machine, Pager)		
11. Computer (Hardware)		
12. Seminars		
13. Lock Boxes		
14. Professional Services (Accounting, Attorney, etc.)		
15. Secretarial/Personal Assistant Services		
16. Sales Conferences (CB Annual Conference, NAR, CAR)		
17. Licenses		
18. Gifts		
19. Business Periodicals (Magazines)		
20. Entertainment		
21. Other		
22. Other		
TOTAL BUSINESS EXPENSES:		

QUANTUM'S MASTERSTM BUSINESS ANALYSIS

Business Expenses Analysis

Total Gross Commissions	1		
Expenses:			
Marketing: (1a)			
Other than marketing			
Total:	2		
Profit or (Loss) 3. (Subtract Line 2 from Line 1)			
What percent of every dollar is invested back into your business? (Line 2 ÷ Line 1)	4		
What percent of every dollar is invested in personal marketing? (Line 1A ÷ Line 1)	5		
After completing this analysis, identify your opportunities for greater effectiveness:			

QUANTUM'S MASTERSTM BUSINESS ANALYSIS

Production Analysis of Previous Year

1.	Total Commissions Earned (gross)	
LIS	ΓING SIDE	
2.	Number of Listings Taken (L/T)	
3.	Number of Listings Sold (L/S)	
4.	% of Listings Sold to Listings Taken (line 3 ÷ line 2)	
5.	Total Volume of Listings Sold (add sales prices of all L/S)	
6.	Average Sales Price of Listings Sold (line 5 ÷ line 3)	
0.	Twerage sures i free of Eistings sold (line 5 · line 5)	
SEI	LINGSIDE	
7.	Number of Buyer Controlled Sales (BCS)	
8.	Total Volume of BCS (add sales prices of all closed BCS)	
9.	Average Sales Price of BCS (line 8 ÷ line 7)	
	11, 01.11g0 20.120 01 2 02 (mile)	
UNI	T TOTALS	
10.	Number of Listings Sold (line 3 above)	
11.	Number of Buyer Controlled Sales (line 7 above)	
12.	Total Closed Units	
AVE	CRAGE INCOME PER UNIT	
13.	Total Commissions Earned (line 1 above)	
14.	Total Closed Units (line 12 above)	
15.	Average Commission Earned Per Unit (line 13 ÷ line 14)	
16.	% of Business from Listings Sold (line 3 ÷ line 14)	
17.	% of Business from Buyer Controlled Sales (line 7 ÷ line 14)	

${\bf QUANTUM'S\,MASTERS^{TM}\,BUSINESS\,ANALYSIS}$

Productivity Plan for Next Year

Fiscal/Calendar Year _____

		Past Year*	Plan
Ye	ear**		
1.	Total Commissions (Multiply past year by minimum of 125% or enter desired figure)		
2.	Percentage of increase (Take difference between past year and plan year and divide by past year income)		
3.	Total closed units (Plan Year Line 1 ÷ past year average commission)		
4.	# of Listings Sold (Production Analysis line 16 × Plan Year line 3)		
5.	# of Listings Taken (Plan Year line 4 ÷ Production Analysis line 4)		
6.	# Closed Buyer controlled sales (Plan Year line 3 × Production Analysis line 17)		
7.	# Listings needed each month (Plan Year Line 5 ÷ 12)		
8.	# Buyer Controlled Sales needed each month (Plan Year Line 7 ÷ 12)		
* F	nter past year figures on lines 1 3 4 5 6 only		



** Follow *italized* computation instructions to determine plan year figures