

01 / CHOOSE YOUR DIRECTION

A clearer next 90 days.

Set aside 20 minutes. Pick the change that matters most, then choose a few actions you can actually repeat. Type into the fields or print and write by hand.

My role and the business I am working on

The one thing I most want to be different in 90 days

Why this matters to my business and my life

What would I observe or measure if I were making progress?

What am I willing to stop, simplify, or delegate to make room?

This is a reflection and planning worksheet, not a diagnostic assessment or a promise of business results. Your answers stay in your copy of the PDF; they are not submitted to the website.

02 / AGENT TRACK

Make the important work repeatable.

Use this page if you are building an individual real estate practice. Focus on actions and communication you can influence, while following your brokerage's policies.

Relationships: Who should I reconnect with, and what useful reason can I give them?

Follow-up: Where do conversations stall, and what is my next-step habit?

Client experience: Which consultation, explanation, or handoff could be clearer?

Calendar: Which two recurring work blocks will I protect each week?

Choose your measures before choosing your tools.

Examples: relationship conversations, completed follow-ups, consultations prepared, or time protected for business development.

Activity / habit	Starting point	90-day intention

03 / BROKER TRACK

Make leadership more deliberate.

Use this page if you are responsible for a team or brokerage. Name the operating challenge before deciding that more growth is the answer.

The decision or recurring bottleneck that needs my attention

Roles: Where are ownership, decision rights, or expectations unclear?

People: Where does recruiting, onboarding, or manager support need a stronger process?

Business health: Which two or three indicators should we review consistently?

What can the team own without waiting for the owner each time?

Keep this worksheet at a high level. Do not use it to share client lists, personnel details, current commission plans, or confidential transaction information. Before outside advisory work, agree on fit, scope, conflicts, and confidentiality.

04 / PUT IT ON THE CALENDAR

Small moves. Reviewed consistently.

Choose one owner for each action. Use the final days of your 90-day period to review what changed and decide what comes next.

My review day / time, and the person who will help me stay accountable

Weekly review: What moved? What got stuck? What changes next?

Track useful actions and learning. Adjust the plan rather than hiding from it. Review is part of the work.

Week	Most important action / owner	Review note / next step
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		

Ready for a conversation about your plan? Explore agent coaching or broker advisory at mattatwoodre.com. An inquiry is a fit conversation, not an obligation to enroll.