

WEST + MAIN



MENTEE CHECKLIST

Congratulations on passing the exam and welcome to West and Main! Please start working on the following action items.

Visit westandmain.co/mentorship-program-okc.

Start thinking about how you work and how you like to be coached. Be honest with yourself.

Questions to ask yourself: detail oriented? Need help with details? Early bird? Working at midnight? What are your goals?

Pick 3 of our amazing mentors that you're considering working with.

Reach out to your #1 via Slack. Introduce yourself. Let them know what you are looking for. Be candid about who you are and how you work. Let them know what they are potentially getting themselves into. Do you have clients and are you ready to hit the road running?

Schedule a time to talk to your mentor candidates within a 5-7 day period. It can be on the phone, online or in person. Just get them scheduled. You can probably tell in 15-20 minutes if they are a good fit for you.

If you aren't quite sure if your top chosen mentors are a good fit for you, reach out to the next 2.

Still can't decide? Reach out to Michelle or Anum via Slack.

When it's clear that you have a mentor you'd like to work with, ask them if they are ready to collaborate with you. Keep in mind that Real Estate is a CRAZY business and people's lives can change quickly. Don't be disheartened if it doesn't work out with your first choice.

Have the Mentorship agreement signed ASAP. Send it to your mentor so that they have a copy. Please also email it to hello@westandmainok.com.

Please thank the mentors who took time to meet with you. Handwritten notes are great and a stalwart of our business

Get to work! There's money to be made!

Thank your mentor. Do it early and often. Now go work on your database.

My Top 3 Mentors: *Put a star by ones to interview*

- | | | |
|----------|--------------|--------------|
| 1. _____ | Phone: _____ | Email: _____ |
| 2. _____ | Phone: _____ | Email: _____ |
| 3. _____ | Phone: _____ | Email: _____ |

Have a mentorship agreement signed with _____

Mentorship agreement has been sent to hello@westandmainok.com.



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You will be asked to complete the following to get yourself up and running!

- Complete all New Kids Classes.
- Take any yearly update classes.
- Take at least 4 hours of CE in a subject you are interested in.
- Sign up for an open house weekly, as available.
- Take a beginning MLS class.
- Sign up for floor weekly, or as shifts are available.
- Take a lending class.
- Organize, work and expand your database.
- Take the Ethics class for your Realtor designation.
- Complete Allie's Ninja program.
- Connect with a lender weekly.
- Go look at 5 new build communities.
- Take a Slack class.
- Prospect daily.

