**Daily:**

1. Establish Routes for maximum time efficiency

2. Visit approximately 10 – 15+ prospects per day \* until there are numerous appointments established per day. (then there will be a few less sales visits on your route)

3. Develop "leave behind" marketing materials as directed

4. Assemble and maintain PREP binders

5. Make sales visits to existing and new prospect clients

6. Sell the PREP program to new and existing commercial clients

7. Work methodically in a vertical market as directed

8. Once sale is achieved, complete a detailed "building walk-through," gathering critical building data including a Matterport 3-D scan and including it in their PREP manual

9. Return to client to present the completed PREP manual

10. Maintain and expand and deepen the client relationship so they always think of you as their "trusted advisor" or **maven**. (See MAVEN Articles on The CREST Network website).

11. Complete a daily activity report - working closely with the sales manager

12. Attend networking meetings as needed and directed

13. Build and expand the reach of your circle of influence to include more commercial client relationships

**Additional notes:**

The major objective is to create relationships that you are sure will send you disaster jobs, by selling and signing up commercial clients to the PREP program.

Sales targets: 12- 15+ signed clients per month - on average (or 20 -25 commercial buildings). Also learning how to address the many objections thrown at you by gatekeepers and decision makers

Getting in front of the decision maker will be the most difficult part of the job.

Getting and staying extremely organized as the client base and workload expands (as a result of successes) will be a challenge.

Daily Activity reporting to company management and Dick Wagner (if we are providing coaching)

Regular weekly or bi-weekly conference calls for continued learning and accountability – also with Dick Wagner (if we are providing coaching).

**Questions??? Call Dick Wagner 419-202-6745**

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