

The following **Organizational Notebook System** suggestions are given to help you--- comply with the law, give a better quality of service, reduce your risk and the risk of the parties, and to better manage your time. Because you carry it with you at all times---to the office, to appointments, to home---it is always at your fingertips and available with needed information, such as disclosures, etc. and to record and document everything relevant, such as negotiations, conversations, and other pertinent details.

\*\*\*\*\*

## **Organizational Notebook System and Communications Log**

**Simple Directions** to build notebook:

**NOTEBOOK:** (carried with you at all times)

1. Buy a regular sized 3-ring binder, preferably a zippered one. Some very nice leather and mock-leather binders are available at most office supply stores.
2. Buy tabs to identify the sections as noted below.
3. Place the following forms as needed behind each tab.
4. Use these forms to keep up with daily activities on properties, clients, pendings, AND to keep notes regarding communications.

### **Section 1 – Personal**

- Daily Calendar (or PDA inside notebook)
- “TO DO” List
- Goals
- Address Book/Phone Numbers
- Other?

### **Section 2 -- Buyers**

- Journal Pages/Buyer Info Sheet (for each Buyer--for notes, documentation, etc.)
- Activity Log/Property Showing Log (for each Buyer)

## **Organizational Notebook System and Communications Log**

Directions to build notebook continued:

### **Section 3 -- Active Listings**

- Property Listing Worksheet/Checklist (for each Listing) with additional Journal Pages, if needed

### **Section 4 -- Pending Listings**

- Pending to Closing worksheet/checklist (for each Pending)

**In addition to this notebook, it is a good idea to have a trunk file with extra forms that you may need.**

- 

**\* You can design your own forms for the notebook, or, if you don't have time to “*reinvent the wheel*” you can purchase forms that are designed for this notebook system, in the “store” on this website, [www.RhondaHamilton.com](http://www.RhondaHamilton.com).**