

Coastal Delmarva Chapter
Women's Council of REALTORS®

2010 Business Planning

The Three Biggest Business Planning Blunders
(And How to Avoid Them!)

Problem 1: Is your business plan too complex?

A common problem is providing way too much detail.

Solution: Keep it simple and in easy terms. Don't reduce the goals in your plan to mere activities.

It's too cumbersome to track each task, and there are too many to focus on at one time. Out of frustration or confusion, you'll simply stop the planning process or stop using the plan.

Make sure your business plan includes only what you need to manage your business.

Problem 2: Are you focused enough?

It's easy to lack focus if you have so many details in your business plan that they're competing for your attention. A change to a simple, single focus allows you to be more creative and work smarter. In addition, a more concentrated approach significantly reduces stress on and off the job.

Solution: To improve your focus, reduce your measurable goals in your business plan to initial appointments with new clients, and stop there. Do not discriminate between listing and buyer appointments. Count them both.

Calculate your conversion rate. Rule of thumb: every two initial appointments lead to a sale, ie ; Forty new appointments for the year lead to 20 sales.

Problem 3: Are You Motivated Enough to Achieve These Goals?

Your purpose is your reason for doing anything. "Why" you do something drives you to action. If you haven't identified the "why," then your business plan will likely fall flat.

Solution: Consider your business goals and your purpose behind those goals. This will create a deep and lasting motivation and prevent you from feeling powerless and mediocre.

Before you set your measurable goals, do the following:

1. Write down at least five answers to the question, "What do I want my business to do for my life? What do I want my business to accomplish for me and my loved ones?"

2. Then, ask yourself, "Why do I want that?" And keep writing those answers down and continually asking, "And why do I want that?"

3. Continue to ask yourself these questions until you have an emotional response to your answer and arrive at an answer that excites you. Sometimes this excitement occurs immediately; sometimes you have to live with that question on your mind for a few days to let your subconscious work on it.

Eventually, you'll have an answer that makes you say to yourself: "That's why I am willing to do whatever it takes." This adds tremendous power and purpose to your efforts, goals, overall plan, and everyday work.

Measure Your Results

These three easy changes are necessary to successful planning. But, don't forget: You have to hold yourself accountable too.

Every working weekday, before you open your e-mail or make a phone call, take about five minutes to think about the results you're getting. Use this time to think about your "what" and "why." Update your appointments, sales, and listings.

Then, once a week, instead of five minutes, schedule a half hour to consider these issues. After you update your results, ask: "What can I do for my business this upcoming week that would make it even more successful, even more enjoyable, and even more profitable?"

Such constant reflection will help you stay focused and motivated and ensure that your next business plan isn't just a wish list but that it soon becomes a list of what you've actually achieved.