

### Rookie Checklist

This is a helpful checklist of the articles included in the For Rookies section of REALTOR® Magazine Online. Print this page using the "Printer Version" link at the bottom, and track your progress.

#### Getting Started

- Who's Who in Real Estate?
- Anatomy of a Sale: Working With Buyers
- Anatomy of a Sale: Working With Sellers
- Code of Ethics for New Practitioners

#### What to Do in the First Month

- Who Will Sponsor You?
- Buy the Right Tools
- Learn Your Neighborhoods
- Learn the Lingo—Glossary of Industry Terms
- Learn Important Legal Issues

#### What to Do in the First 3 Months

- Create a Personal Marketing Plan
- Develop Marketing Materials
- Execute Your Marketing Plan
- Prospecting—How Do You Find Clients?

#### What to Do in the First 6 Months

- Build an Effective Web Site
- The Art of Listing
- The Art of Selling
- 7 Habits to Develop Now for Future Success

**What to Do in the First 9 Months**

- Establish a Career Plan
- Become a Better Negotiator
- Make Them Customers for Life

**What to Do in the First Year**

- Find Your Niche
- Should You Get Additional Training and Professional Certifications?

**Are You Ready for More?**

- Why You Should Get Involved in Your Community
- Should You Get a Mentor?
- Do You Need a Coach?
- Learn More About ...