

# NEW LEAD

## *Guidelines*

- TEAM MEETING ON TUESDAYS & TRAININGS ON THURSDAYS ARE **MANDATORY** (IF ATTENDING ON ZOOM, CAMERA MUST BE ON AND YOU MUST BE ENGAGED) THE TIMES DON'T CHANGE. TIME BLOCK!
- **NO OVERDUE CHIME TASKS** MORE THAN 1 WEEK OLD (THIS WILL BE CHANGING TO BE EVEN MORE STRICT SOON).
- **NO CLAIMING LEADS IN LEAD POND** WITHOUT FIRST TALKING TO THEM. NO TOLERANCE POLICY HERE.
- **RESPOND TO ALL TEAM RELATED EMAILS** WITHIN 24 HOURS.
- **WEEKLY SURVEYS** ACCURATELY/ENTIRELY COMPLETED BY 10AM EVERY OTHER TUESDAY (SURVEY IS SENT OUT SUNDAY THE WEEK THEY ARE DUE.
- NO MORE THAN **50** EMAILS IN YOUR INBOX.
- NO LEADS IN THE NEW LEADS PIPELINE - CATEGORIZE THEM INTO ACCURATE PIPELINES.

**\*\*THE AMOUNT OF TIME INELIGIBLE FOR LEADS IS AT THE SOLE DISCRETION OF TYLER & KAELA. MINIMUM TIME IS 1 WEEK.\*\***