



# Week 3 To-Do List

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1. Read Section 3 Time Engagement & 4 Setting Your Budget
2. Complete all exercises in the workbook
3. Complete profile in MAXTECH powered by BoldTrail
4. Take RTC Training
  - a. Marketing 101: [Budgeting for Marketing](#)
  - b. Marketing Planning Spreadsheet - [Excel Spreadsheet](#) - [Google Sheets](#)
  - c. Alternative Budgeting Tools
    - i. [Agent Accountability System](#)
    - ii. [Agent Business Planning Calculator](#)