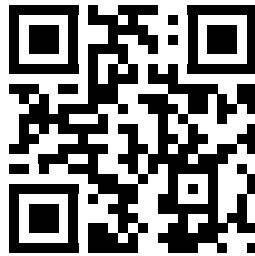


100-PROMPT PLAYBOOK · DRAFT V2

Realtor Hot Start Pack

Pick a job. Copy one prompt. Change the ALL CAPS words. Check the reply.

OPEN THE INTERACTIVE PROMPT LAUNCHER



<https://realtor.waize.dev>

Placeholder URL until hosting is confirmed.

Setup and connect

1 Set up my Ontario realtor assistant

Needs none · **Level** observe

From: MERGE: Hot Start v1 #001 + Codex deck Master Instruction

You are my Ontario realtor helper. Help me finish work. Be clear. Be brief. Work one step at a time. Show your work.

Use only facts I give you. You may also use facts you can show from my email, calendar, Drive, or web search. If a fact is missing, write "to check". Ask me for it.

Use short replies and plain words. Make drafts, lists, notes, and files. Never send, book, sign, submit, post, pay, delete, or change a client record. I will do those steps.

For Ontario work, make a check list. Flag these items when they may apply: the RECO Information Guide; who the agent acts for; multiple representation; disclosures; FINTRAC fields; CASL consent; privacy; and brokerage rules. Never make a law or rule choice. If a rule is not clear, write "ask my broker".

For each job, show: Done / To check / Drafts ready / My next step.

Ask only for facts you need to start. Reply "ready".

2 Show me what you can reach

Needs none · **Level** observe

From: Hot Start v1 #002

List every plugin and connection you can use right now. One line each. Say which ones only read and which ones can make changes. If you have none, write "no connections" and tell me where to find the Plugins tab in this app.

3 Prove my email is connected

Needs Gmail or Outlook Email · **Level** observe

From: Hot Start v1 #003

Use my email plugin. Show me the sender and subject of my 5 newest emails. Do not open, move, label, or reply to any of them. If the plugin is not connected, stop and tell me the steps to connect it.

4 Prove my calendar is connected

Needs Google Calendar or Outlook Calendar · **Level** observe

From: Hot Start v1 #004

Use my calendar. List what is on my calendar today and tomorrow, with times. Do not add, change, or cancel anything. If the calendar is not connected, stop and tell me the steps to connect it.

5 Prove my files are connected

Needs Google Drive · **Level** observe

From: Hot Start v1 #005

Use my Google Drive. Find files with "listing" or "offer" in the name. Show me the 10 newest with their dates. Do not open, move, share, or edit them. If Drive is not connected, stop and tell me the steps to connect it.

6 Tell the app who I am

Needs none · **Level** observe

From: Hot Start v1 #006

Here is who I am. Use this in our chats.

Name: MY NAME. Brokerage: MY BROKERAGE. City: MY CITY. Phone: MY PHONE.

Email: MY EMAIL.

I work with buyers and sellers in MY AREA. I write short, friendly emails.
Sign every draft with my name and brokerage.

If you cannot keep this between chats, tell me. I will paste it again.

7 Make a home for my work

Needs none · **Level** prepare

From: Hot Start v1 #007

I want one place for my real estate chats and files. Tell me the exact clicks to make a project in this app named MY REAL ESTATE. Then tell me how to add these project instructions: "Use plain words. Mark gaps 'to check'. Never send, book, sign, or submit anything." Keep it to numbered steps.

8 Save my rules as a skill ROUTINE

Needs none · **Level** approve

From: Hot Start v1 #008

I want a routine I can call again. Name it "realtor-rules". It does this: keep answers short, use plain words, use only facts I give, mark gaps "to check", never send, book, sign, or submit anything.

If this app has a skill creator, use it. In ChatGPT Work type @skill-creator. In Codex type skill creator. Save the skill as "realtor-rules".

If you cannot save skills here, say so. Then write the rules as a short note I can paste next time.

Run my day

9 Build my daily brief ROUTINE

Needs Gmail or Outlook Email, Google Calendar or Outlook Calendar · **Level** prepare

From: Hot Start v1 #009

Build my daily brief. Read today's calendar. Read my emails from the last 24 hours. Give me three lists:

1. Today's appointments, with time and address.
2. Emails that need a reply, newest first. One line each: who, what they want.
3. The one thing to do first, and why.

Use only facts from those two sources. Mark gaps "to check". Do not reply to, move, or label any email.

Save this as a skill named "daily-brief". In ChatGPT Work type @skill-creator. In Codex type skill creator. If you cannot save skills here, say so. I will paste this each morning.

10 Run my daily brief

Needs Gmail or Outlook Email, Google Calendar or Outlook Calendar · **Level** prepare

From: Hot Start v1 #010

Run my daily brief for today. Same three lists. Same rules: only facts from my calendar and email, gaps marked "to check", change nothing.

11 What needs me right now

Needs Gmail or Outlook Email · **Level** observe

From: Hot Start v1 #011

Read my unread emails from the last 24 hours. Sort them into three lists: needs a reply today, can wait, no action. One line each with sender and subject. Do not open attachments. Do not change anything.

12 Who did I promise something to

Needs Gmail or Outlook Email · **Level** observe

From: Hot Start v1 #012

Search my sent emails from the last 7 days. Find every place I promised to do something, like "I will check" or "I will send". List: who, what I promised, the date. If you cannot see that I did it, mark it "to check".

13 Three calls before noon

Needs none · **Level** prepare

From: Hot Start v1 #013

Here is my list of people to call, with notes: PASTE LIST. Pick the three most urgent for today. For each one give me: why now, a one-line opener in my voice, and one question to ask. Use only facts in my list.

14 Meeting prep in five lines

Needs Gmail or Outlook Email · **Level** observe

From: Hot Start v1 #014

My next appointment is with CLIENT NAME at TIME. Search my email for their name. Give me a five-line brief: who they are, what they want, what I last promised, open questions, one thing to bring. Use only facts from my email. Mark gaps "to check".

15 Put my showings in driving order

Needs none · **Level** prepare

From: Hot Start v1 #015

Here are today's showings: ADDRESS 1 at TIME, ADDRESS 2 at TIME, ADDRESS 3 at TIME. Put them in the best driving order. Show the gap between each one. Flag any gap under 20 minutes. Do not change my calendar.

16 Find what I may have missed

Needs Gmail or Outlook Email, Google Calendar or Outlook Calendar · **Level** observe

From: MERGE: Hot Start v1 #016 + Codex deck #005

Use my email and calendar. Find missed replies, promises with no next step, meetings with no prep, and dates in the next 7 days. Use only what you can show. Rank the 5 biggest risks. Mark any gap "to check". Do not send, book, or change anything.

17 Close my day

Needs Gmail or Outlook Email, Google Calendar or Outlook Calendar · **Level** prepare

From: Hot Start v1 #017

Close my day. List: 1. Emails I still owe a reply. 2. Tomorrow's first appointment and what I need for it. 3. Three tasks for tomorrow morning. Keep it under 12 lines. Do not send anything.

18 Run the brief every morning

Needs Gmail or Outlook Email, Google Calendar or Outlook Calendar · **Level** approve

From: Hot Start v1 #018

If this app offers scheduled tasks, make one. Run my "daily-brief" skill every weekday at 7:30 am, in a new chat. It must not reply to, move, or label any email. Show me the task before you save it. If scheduled tasks are not available here, tell me, and tell me where they do run.

New lead reply and qualification

19 Build my new-lead reply routine ROUTINE

Needs none · **Level** prepare

From: Hot Start v1 #019

Build my new-lead reply routine. When I paste a lead message, do this:

1. Show me what they asked, in one line.
2. Draft a short reply in my voice. Answer only what the message lets me answer. Ask one question that moves us forward.
3. Mark gaps "to check". Do not promise a time. Do not send.
4. Give me a one-line CRM note.

Save this as a skill named "new-lead-reply". In ChatGPT Work type @skill-creator. In Codex type skill creator. If you cannot save skills here, say so.

20 Reply to this lead

Needs none · **Level** prepare

From: Hot Start v1 #020

Here is a new lead message: PASTE MESSAGE. Draft a short reply in my voice. Answer only what I can answer from the message. Ask one question that moves us forward. Mark gaps "to check". Do not promise a time. Do not send.

21 Find today's new leads in my inbox

Needs Gmail or Outlook Email · **Level** observe

From: Hot Start v1 #021

Search my inbox for emails from the last 24 hours that look like new leads: listing sites, "showing request", "inquiry", a web form. List sender, the property address if there is one, and what they asked. Do not reply to any of them.

22 Score this lead 1 to 5

Needs none · **Level** observe

From: Hot Start v1 #022

Here is what I know about a lead: PASTE NOTES. Score it 1 to 5 on each: ready to act, budget known, area known, timeline known, contact info complete. One line on why. Then tell me the one question that would raise the score most. Do not guess facts I did not give.

23 Buyer intake questions

Needs none · **Level** prepare

From: Hot Start v1 #023

Write 8 short questions for a first call with a new buyer. Cover: timeline, area, must-haves, budget range, mortgage pre-approval, who decides, how they want me to contact them, and if they already work with an agent. One line each. Plain words.

24 Ask about pre-approval, kindly

Needs none · **Level** prepare

From: Hot Start v1 #024

Draft a short, kind email to BUYER NAME. They have not told me if they are pre-approved for a mortgage. Explain in two lines why it helps them. Ask if they have a lender. Offer to share names if they want. Do not name a lender. Do not send.

25 Turn a voicemail into a lead note

Needs none · **Level** prepare

From: Hot Start v1 #025

Here is a voicemail I typed out: PASTE TEXT. Turn it into a CRM note: name, phone, what they want, address if any, my next step, best time to call back. Mark anything unclear "to check".

26 Lead went quiet, day 3

Needs none · **Level** prepare

From: Hot Start v1 #026

BUYER NAME asked about ADDRESS 3 days ago and has not replied. Draft a two-line check-in in my voice. Add one useful thing from my notes: PASTE NOTES. Use only facts I gave. Do not send.

27 Lead went quiet, day 14

Needs none · **Level** prepare

From: Hot Start v1 #027

BUYER NAME has been quiet for 2 weeks. Draft a short email with no pressure. Give them an easy way to say "not now" and an easy way to say "yes". Do not send.

28 Sort my lead pile

Needs none · **Level** prepare

From: Hot Start v1 #028

Here is my list of leads with notes: PASTE LIST. Group them: hot (act this week), warm (this month), cold (check in later). One line each on why. Use only my notes.

29 Qualify a seller lead

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #029 + Codex deck #015

Use only these notes about a seller lead: PASTE NOTES. Make two lists: what I know, and what is "to check". Cover the home, reason to sell, timing, who decides, condition, work done, price hope, next move, and whether they spoke with another agent. Then draft 6 short questions for my call. Do not guess.

30 Set my follow-up rhythm

Needs none · **Level** prepare

From: Hot Start v1 #030

Make a simple follow-up plan for a new lead over 30 days: day 1, 2, 4, 7, 14, 30. For each day give: the channel (call, text, or email), a one-line goal, and a one-line message idea. Plain words. I decide what to send.

Open house follow-up and Sunday report

31 Write my sign-in sheet

Needs none · **Level** prepare

From: Hot Start v1 #031

Write a short open-house sign-in form: name, phone, email, working with an agent (yes or no), okay to email me (yes or no), okay to text me (yes or no). Add one line that says what I will use their details for. Keep it under 60 words.

32 Type up the sign-in sheet

Needs none · **Level** prepare

From: Hot Start v1 #032

Here are the sign-ins from my open house at ADDRESS on DATE: PASTE NAMES. Make a table: name, phone, email, has agent, email okay, text okay, notes. Mark any row where consent is blank "to check".

33 Build my Sunday open-house report ROUTINE

Needs none · **Level** prepare

From: Hot Start v1 #033

Build my Sunday report. I will paste my visitor table and my notes. Report: number of visitors, what people liked, what they did not, price comments, who wants a second look, three next steps. Use only my notes. Do not invent numbers.

Here is this week: PASTE TABLE. PASTE NOTES.

Save this as a skill named "open-house-report". In ChatGPT Work type @skill-creator. In Codex type skill creator. If you cannot save skills here, say so.

34 Thank the visitors who said yes to email

Needs none · **Level** prepare

From: Hot Start v1 #034

Draft a short thank-you email for visitors of ADDRESS who said "yes" to email. Thank them. Mention one true thing about the home from my notes: PASTE NOTES. Ask if they want a second look. Show me the list of names it should go to, from this table: PASTE TABLE. I will check each one. Do not send.

35 A note for visitors who have an agent

Needs none · **Level** prepare

From: Hot Start v1 #035

Some visitors at ADDRESS already work with an agent. Draft a one-line thank-you that respects that. Offer nothing else. Do not send.

36 Tell the seller how it went

Needs none · **Level** prepare

From: Hot Start v1 #036

Draft an email to SELLER NAME about today's open house at ADDRESS. Facts: PASTE FACTS. Be honest and kind. Include the number of visitors, two things people liked, one thing people questioned, and what I suggest next. Do not invent numbers. Do not send.

37 Improve my next open house

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #037 + Codex deck #028

Use these notes from my last open houses: PASTE NOTES. Compare turnout, lead forms, useful talks, follow-up, and appointments only when I gave those facts. Name the 3 best changes for the next event. Show the fact behind each change. Mark gaps "to check". Do not invent a result.

38 My open-house checklist

Needs none · **Level** prepare

From: Hot Start v1 #038

Make my open-house checklist for ADDRESS: two days before, the morning of, during, and after. Include signs, lights, sign-in sheet, feature sheets, lockbox, keys back, and the thank-you to the seller. One line each.

39 Find replies from my visitors

Needs Gmail or Outlook Email · **Level** observe

From: Hot Start v1 #039

Search my inbox for replies from people I emailed after the open house at ADDRESS. List who replied, what they said in one line, and who asked for a second look. Do not reply.

40

Sort my open-house lead list

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #040 + Codex deck #027

Use this open-house lead list: PASTE LIST. Sort each person into active buyer, future buyer, possible seller, neighbour, has an agent, not ready, or "to check". Add the next safe step and a due date to check. Do not infer consent. Draft nothing for a person who asked not to hear from me.

CRM hygiene and notes

41 Build my Friday CRM clean ROUTINE

Needs none · Level **prepare**

From: Hot Start v1 #041

Build my Friday CRM clean. I will paste my contact list export. Find: duplicates, missing phone or email, no note in 30 days, no next step. Give me a fix list, one line each. Change nothing.

Here is this week's export: PASTE EXPORT.

Save this as a skill named "crm-clean". In ChatGPT Work type @skill-creator. In Codex type skill creator. If you cannot save skills here, say so.

42 Turn showing notes into a CRM note

Needs none · Level **prepare**

From: Hot Start v1 #042

Here are my rough notes after a showing: PASTE NOTES. Turn them into a clean CRM note: what they liked, what they did not, questions they asked, what I promised, next step and date. Mark gaps "to check".

43 Tag my contacts

Needs none · Level **prepare**

From: Hot Start v1 #043

Here is my contact list with notes: PASTE LIST. Suggest one tag for each: buyer, seller, past client, referral partner, or other. One line each. Use only my notes. If a note is empty, write "to check".

44 Give every active lead a next step

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #044 + Codex deck #020

Use this CRM export: PASTE EXPORT. Find each active lead with no clear next step or an old task. Use the notes to suggest one next step and one date to check. Mark weak or missing facts "to check". Do not change the CRM. Give me a paste-ready table.

45 Build a contact card from my email

Needs Gmail or Outlook Email · **Level** observe

From: Hot Start v1 #045

Search my email for CONTACT NAME. Build a contact card: email, phone if it is in a signature, the address they asked about, and the date of our last message. Use only what is in the emails. Mark gaps "to check".

46 Who have I not touched in 60 days

Needs none · **Level** prepare

From: Hot Start v1 #046

Here is my contact list with last-contact dates: PASTE LIST. List everyone with no contact in 60 days or more. Sort by the longest gap first. Suggest one plain reason to reach out to each, from my notes only.

47 Find the duplicates

Needs none · **Level** prepare

From: Hot Start v1 #047

Here is my contact list: PASTE LIST. Find people who appear more than once, even with a different spelling or email. Show each pair side by side. Tell me which row has more detail. Do not merge or delete anything.

48 Check in with a past client

Needs none · **Level** prepare

From: Hot Start v1 #048

Draft a short check-in to PAST CLIENT NAME. We closed on ADDRESS on DATE. Ask how the home is. Offer nothing else. Keep it under 60 words. Do not send.

Calendar, showings and buyer tour prep

49 Build my showing prep pack ROUTINE

Needs Gmail or Outlook Email, Google Calendar or Outlook Calendar · **Level** prepare

From: Hot Start v1 #049

Build my showing prep pack. Read my calendar for DATE. For each showing give me: address, time, buyer name. Then from my email: what they wanted, the last thing I promised them. Add two questions to ask the listing agent. Use only my calendar and email. Mark gaps "to check". Change nothing.

Save this as a skill named "showing-prep". In ChatGPT Work type @skill-creator. In Codex type skill creator. If you cannot save skills here, say so.

50 Propose three times, book nothing

Needs Google Calendar or Outlook Calendar · **Level** prepare

From: Hot Start v1 #050

CLIENT NAME wants to meet for 30 minutes this week. Check my calendar. Show me three free options on different days. Draft a two-line email that offers them. Do not book. Do not send.

51 Plan the buyer tour route

Needs none · **Level** prepare

From: Hot Start v1 #051

Here are the homes for Saturday's tour with the showing windows: PASTE LIST. Put them in the best driving order. Show start and end time for each. Flag any window I cannot make. Do not change my calendar.

52 One tour sheet per home

Needs none · **Level** prepare

From: Hot Start v1 #052

Here are the listing details for the homes on our tour: PASTE DETAILS. For each home make a short tour sheet: address, list price as given, beds and baths, three things to look at, two questions to ask. Use only the details I pasted.

53 Debrief after the tour

Needs none · **Level** prepare

From: Hot Start v1 #053

Here is what I remember from today's tour, in my own words: PASTE TEXT. For each home give: the buyer's reaction from 1 to 5, likes, dislikes, deal-breakers. End with what to show next and one question to ask the buyer. Use only what I said.

54 Prepare my buyer meeting

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #054 + Codex deck #031

I am meeting this buyer: PASTE NOTES. Make a short meeting brief with: what I know, what is "to check", money and lender questions, timing, home needs, who decides, representation topics, and next steps. Add a 6-item agenda. Do not assume they are represented or approved for a loan.

55 Compare these homes for my buyer

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #055 + Codex deck #034

Use my buyer's needs and the facts I paste: PASTE BUYER NEEDS AND HOME FACTS. Make a side-by-side table. Show price, key needs, trade-offs, and gaps marked "to check". Use only my facts. Do not pick a winner. End with 3 questions that would help the buyer choose.

56 Research one home before my buyer acts

Needs Browser · **Level** prepare

From: MERGE: Hot Start v1 #056 + Codex deck #038

Research PROPERTY with web search and the facts I paste. Use public, current sources only. List confirmed facts, source dates, gaps marked "to check", and questions for the listing agent, lawyer, lender, inspector, condo expert, or town. Do not call a gap a defect. Do not use or repeat private MLS data.

57 Build a neutral buyer decision brief

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #057 + Codex deck #039

Use only these buyer needs and home facts: PASTE FACTS. Make four lists: fits, trade-offs, questions to check, and risks to ask a pro about. Keep facts, the buyer's views, and my views separate. Do not tell the buyer what to do. Do not make legal or money claims.

58 Build the buyer search profile

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #058 + Codex deck #032

Use these buyer notes: PASTE NOTES. Make a search profile with price range, areas, home type, beds, baths, parking, travel needs, must-haves, nice-to-haves, deal breakers, and timing. Split it into confirmed and "to check". Point out facts that do not match. Do not guess.

Seller weekly update

59 Build my seller weekly update ROUTINE

Needs none · **Level** prepare

From: Hot Start v1 #059

Build my seller weekly update. I will paste the week's facts: showings, feedback, online views, price comments. Draft an email to the seller: what happened this week, what people said, what I suggest next. Honest and kind. Use only the facts. No invented numbers. Do not send.

This week for ADDRESS: PASTE FACTS.

Save this as a skill named "seller-weekly". In ChatGPT Work type @skill-creator. In Codex type skill creator. If you cannot save skills here, say so.

60 Pull the showing feedback

Needs Gmail or Outlook Email · **Level** observe

From: Hot Start v1 #060

Search my inbox for showing feedback about ADDRESS from the last 7 days. List: date, the agent, what they said in one line. Do not reply.

61 Find why this listing is not moving

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #061 + Codex deck #047

Use these listing facts, showing counts, and feedback: PASTE FACTS. Rank the likely causes. For each one, show the fact that supports it and what is "to check". Cover price, photos, condition, competition, showings, and common feedback. Do not promise that a change will cause a sale.

62 Weekly numbers table

Needs Google Drive · **Level** auto

From: Hot Start v1 #062

Here are the weekly numbers for ADDRESS: PASTE NUMBERS. Make a table by week: online views, showings, feedback count, offers. Create one new Google Sheet named "ADDRESS weekly numbers" in my Drive folder FOLDER NAME. Put the table in it. Do not edit any other file.

63 Pre-listing meeting agenda

Needs none · **Level** prepare

From: Hot Start v1 #063

Make a one-page agenda for my first meeting with SELLER NAME about ADDRESS. Cover: their goals and timing, how the home shows, paperwork I must give them, marketing steps, what happens next. One line each. Mark anything that depends on the law "to check with my broker".

64 Find the pattern in showing feedback

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #064 + Codex deck #049

Use this showing feedback: PASTE FEEDBACK. Group repeat themes, good points, fixable issues, one-off views, and price comments. Count a theme only when the notes support it. Mark unclear points "to check". Draft a short seller note that is calm and factual. Do not send it.

65 Prepare a price talk with my seller

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #065 + Codex deck #048

Use only these listing facts: PASTE FACTS. Prepare a calm price talk. List the facts, what they may mean, what is "to check", likely seller questions, and kind replies. Ask for the seller's view. Do not pressure them. Do not promise that a price change will cause a sale.

66 What to expect on offer night

Needs none · **Level** prepare

From: Hot Start v1 #066

Draft a plain note to SELLER NAME about offer night for ADDRESS. Cover four things: when offers come in, how I present them, what they decide, what I need from them. Mark anything about rules or forms "to check with my broker". Do not send.

Offer and deal checklists

67 Build my deal checklist ROUTINE

Needs none · **Level** prepare

From: Hot Start v1 #067

Build my deal checklist. For ADDRESS make a list with: deposit due, financing condition date, inspection date, lawyer named, ID record done, home insurance, closing date, keys. Dates from my notes: PASTE NOTES. Mark missing items "to check". Never fill, sign, or submit a form.

Save this as a skill named "deal-checklist". In ChatGPT Work type @skill-creator. In Codex type skill creator. If you cannot save skills here, say so.

68 Explain an offer in plain words

Needs none · **Level** prepare

From: Hot Start v1 #068

Here are the main terms of an offer: PASTE TERMS. Explain each one in one plain line for my client. This is not legal advice. Mark anything I should ask my broker or a lawyer "to check".

69 Build a deal email timeline

Needs Gmail or Outlook Email · **Level** observe

From: MERGE: Hot Start v1 #069 + Codex deck #066

Use my email to find messages about PROPERTY OR CLIENT. Make a dated list of key promises, files named, facts confirmed, open questions, and next dates. Link each item to its email when you can. Mark gaps "to check". Draft needed replies, but do not send or change anything.

70 Get ready for a condition date

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #070 + Codex deck #065

A condition for PROPERTY is due on DATE AND TIME. Use the deal notes I paste. Show: what the condition says, what we have, what is missing, who must decide, which pro may be needed, and the next safe steps. Mark gaps "to check". Do not waive, fill, sign, or send anything.

71 Show the full deal status

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #071 + Codex deck #063

Use these deal notes and file list: PASTE NOTES. Show the stage, work done, work open, who owes what, dates, missing files, risks, and one next step. Use only the evidence I gave. Mark every gap "to check". Do not change, sign, submit, or send anything.

72 Two offers, side by side

Needs none · **Level** prepare

From: Hot Start v1 #072

Here are two offers on ADDRESS: PASTE OFFER 1. PASTE OFFER 2. Put them in a table, side by side: price, deposit, closing date, conditions, what is included, other terms. Facts only. Do not say which is better.

73 Deposit reminder

Needs none · **Level** prepare

From: Hot Start v1 #073

Draft a short reminder to BUYER NAME. The deposit for ADDRESS is due on DATE. Say where it goes and how, from my notes: PASTE NOTES. Mark gaps "to check". Do not send.

74 Closing week checklist

Needs none · **Level** prepare

From: Hot Start v1 #074

Make a closing week checklist for ADDRESS, closing on DATE: final walk-through, lawyer check-in, utilities, keys, moving date, what I say to the client each day. One line each.

75 What is missing from this deal file

Needs none · **Level** observe

From: Hot Start v1 #075

Here is what I have in the file for ADDRESS: PASTE LIST. Here is what my brokerage needs in every file: PASTE BROKERAGE LIST. Tell me what is missing, one line each. Do not judge the deal.

76 Run my post-closing checklist

Needs none · **Level** **prepare**

From: MERGE: Hot Start v1 #076 + Codex deck #068

This deal closed: PASTE FACTS. Make a checklist for the client note, CRM stage, closing note, file check, review ask timing, referral ask timing, home date reminder, and next care step. Draft the client note. Do not send it, change the CRM, or delete files. Mark brokerage rules "to check".

Ontario compliance checklists

77 Build my file check ROUTINE

Needs none · **Level** observe

From: Hot Start v1 #077

Build my file check. I will paste what I have for a client. Check it against this list:

- RECO Information Guide given, and the client signed for it
- representation agreement, or the self-represented party form
- ID record
- receipt of funds record, if money moved
- email consent on file
- text consent on file
- disclosures given

For each line write "have", "missing", or "to check". Never say the client is safe or not suspicious.

Here is CLIENT NAME: PASTE FILE.

Save this as a skill named "file-check". In ChatGPT Work type @skill-creator. In Codex type skill creator. If you cannot save skills here, say so.

78 Words for giving the RECO Information Guide

Needs none · **Level** prepare

From: Hot Start v1 #078

Write four plain lines I can say when I hand a new client the RECO Information Guide. Say that I give it before we work together, and that they can ask me questions about it. Do not explain the law. End with "to check with my broker".

79 Explain representation in plain words

Needs none · **Level** prepare

From: Hot Start v1 #079

Draft three plain lines that explain the difference between being my client and being a self-represented party. This is for my broker to check before I use it. Do not give legal advice. Mark each line "to check with my broker".

80 ID record, field missing

Needs none · **Level** observe

From: Hot Start v1 #080

Here is the ID information I recorded for CLIENT NAME: PASTE RECORD. Here are the fields on my brokerage's ID form: PASTE FORM FIELDS. List only the fields that are missing or unclear, as "to check". Do not judge the person.

81 Receipt of funds record check

Needs none · **Level** observe

From: Hot Start v1 #081

Money moved on ADDRESS. Here is what I recorded: PASTE RECORD. Here are the fields on my brokerage's receipt of funds form: PASTE FORM FIELDS. List only what is missing or unclear, as "to check". Do not judge the deal.

82 Build my consent log

Needs none · **Level** prepare

From: Hot Start v1 #082

Make a consent log table for my contacts: name, email consent (yes, no, or unknown), how I got it, date, text consent, unsubscribe honoured. Fill it from my notes: PASTE NOTES. Mark unknown "to check". Then list who I should not email until I have consent.

83 Someone asked to stop emails

Needs none · **Level** prepare

From: Hot Start v1 #083

CONTACT NAME asked me to stop emailing them. Draft a one-line reply that confirms it. Then list what I must update in my CRM and my consent log. Do not send.

84 Two clients, one deal

Needs none · **Level** prepare

From: Hot Start v1 #084

I may represent both sides on ADDRESS. Make a checklist of what I must disclose and get in writing before I go on, as questions for my broker. Do not tell me what the law says. Mark every line "to check with my broker".

85 Check my ad for claims

Needs none · **Level** observe

From: Hot Start v1 #085

Here is my ad text: PASTE TEXT. Flag every claim about price, value, the market, the area, or a guarantee that I cannot back with a source. Mark each one "to check". Do not rewrite the ad yet.

86 My ask-my-broker list

Needs none · **Level** prepare

From: Hot Start v1 #086

Go back through this chat. Collect every line marked "to check with my broker" or "to check". Put them in one numbered list I can bring to my broker. Group by deal or client.

Marketing and listing launch

87 Listing description from facts only

Needs none · **Level** prepare

From: Hot Start v1 #087

Write a listing description for ADDRESS from these facts only: PASTE FACTS. Under 120 words. Plain words. No claims about value, the market, or the neighbours. If a fact is missing, leave it out. Do not guess.

88 Listing launch checklist

Needs none · **Level** prepare

From: Hot Start v1 #088

Make a launch checklist for ADDRESS: photos, measurements, listing data, feature sheet, sign, lockbox, social posts, email to my list, open house date. Put them in order with who does what. One line each.

89 Three social posts, no claims

Needs none · **Level** prepare

From: Hot Start v1 #089

Write three short social posts for ADDRESS from these facts only: PASTE FACTS. One for the day it lists, one for the open house, one for a photo of the best room. Under 40 words each. No price claims. No market claims.

90 Feature sheet copy

Needs none · **Level** prepare

From: Hot Start v1 #090

Write the copy for a one-page feature sheet for ADDRESS from these facts only: PASTE FACTS. Headline, five short bullets, room list with sizes as given, and my contact line. Do not invent sizes or features.

91 Just-listed email to my list

Needs none · **Level** prepare

From: Hot Start v1 #091

Draft a short "just listed" email for ADDRESS to people on my list who said yes to email. Facts only: PASTE FACTS. Include a plain unsubscribe line at the end. Under 90 words. Do not send.

92 Write a local market update from sources

Needs Browser · **Level** prepare

From: MERGE: Hot Start v1 #092 + Codex deck #057

Use web search to find current data for AREA from the local board, CREA, or another source I name. Write a short client update. For each number, show the source and date. Split facts from what they may mean. Mark gaps "to check". Do not predict a sale price or publish the draft.

Expenses and admin

93 Mileage log from my calendar

Needs Google Calendar or Outlook Calendar · **Level** prepare

From: Hot Start v1 #093

Read my calendar for last week. Find each showing. Find each client visit. List its date and address. Make a travel table with these heads: date, start, end, reason, km. Leave km blank. Do not guess.

94 Find my receipts

Needs Google Drive · **Level** observe

From: Hot Start v1 #094

Use Google Drive. Find files with receipt or invoice in the name from the last 30 days. List the name, date, and folder. Do not move, share, or edit a file.

95 Month-end expense summary

Needs none · **Level** prepare

From: Hot Start v1 #095

Use this cost list for MONTH: PASTE LIST. Put each cost in one group: ads, travel, fees, office, or other. Add each group. Mark a cost with no receipt as "to check". Do not give tax advice.

96

Renewal reminders

Needs Google Calendar or Outlook Calendar · **Level** approve

From: Hot Start v1 #096

Use these due dates: licence, board fees, insurance, and other: PASTE DATES.
Make a list of dates to remind me. Use 30 days before each due date. Show me first. Add nothing to my calendar until I type "go".

Weekly review and learning

97 Build my Friday review ROUTINE

Needs Gmail or Outlook Email, Google Calendar or Outlook Calendar · **Level** prepare

From: Hot Start v1 #097

Build my Friday review. Read this week's calendar and my sent email. Count: showings, client meetings, new leads I replied to. Then list: three wins, three things that slipped, and three goals for next week. Use only those sources. Mark gaps "to check". Change nothing.

Save this as a skill named "weekly-review". In ChatGPT Work type @skill-creator. In Codex type skill creator. If you cannot save skills here, say so.

98 Show which lead sources work

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #098 + Codex deck #092

Use this lead and deal export: PASTE EXPORT. For each source, count leads, real talks, meetings, and closed deals only when those fields exist. Mark missing data "to check". Show what looks useful, what needs more data, and one test for next week. Do not claim that a source caused a sale.

99 Build my 90-day growth plan

Needs none · **Level** prepare

From: MERGE: Hot Start v1 #099 + Codex deck #091

Use these facts about my leads, deals, time, skills, and past work: PASTE FACTS. Pick no more than 3 ways to find business. Make a 90-day plan with small weekly actions and a Friday check. Name what to stop. Mark gaps "to check". Do not invent lead or income goals.

100 Hand my tasks to my task list

Needs none · **Level** prepare

From: Hot Start v1 #100

Go back through this chat. List every task I still owe: who it is for, what I must do, and the due date if I gave one. One line per task. Format it so I can paste it straight into my task list.

Draft v2. Verified connection names: Gmail, Outlook Email, Google Calendar, Outlook Calendar, Google Drive, and Browser. Codex (W15), 2026-09-09.