



# 21 Day Plan for Zap

It takes 21 days to form a habit. Complete each of the tasks below to help jump-start your success using Zap.  
 (Click on the Tip link to learn more in the Zap Knowledge Base!)

DAY	TASK	TIP
1	Add one new contact into Zap and send a welcome email to invite them to use your Zap website.	<a href="#">Click +Add</a> <a href="#">Click New Contact</a>
2	Add one <b>Property Insight</b> to help market your Zap website.	<a href="#">Click +Add</a> <a href="#">Click Agent Insights</a>
3	Add one <b>Local Insight</b> to help market your Zap website.	<a href="#">Click +Add</a> <a href="#">Agent Insights</a>
4	Invite a contact with an email to <b>download your mobile app</b> .	<a href="#">Click contact name</a> <a href="#">Click Actions</a>
5	Choose a contact and use the <b>Sign in as Contact</b> feature to save a search to send <b>New Listing Alerts</b> from Zap.	<a href="#">Click contact name</a> <a href="#">Click Actions</a>
6	Use your <b>mobile Zap CRM app</b> to add another new contact and send the welcome email.	<a href="#">Tap +Quick Add</a> <a href="#">Tap New Contact</a>
7	Register for and attend the weekly <b>Get Zapped! webinar series</b> .	<a href="#">On Zap, Click Support</a> <a href="#">Search for "Get Zapped!"</a>
8	Use your <b>Mobile Zap® CRM app</b> to add a Property Insight while you are previewing or showing a property.	<a href="#">Click +Quick Add</a> <a href="#">Click New Showing</a>
9	Use your <b>Mobile Zap CRM app</b> to add a Local Insight.	<a href="#">Click +Quick Add</a> <a href="#">Click New Local Insight</a>
10	<b>Update Broker leads</b> in your Priority Follow-ups by sending an email or logging a phone call.	<a href="#">Click on blue phone or email button</a>
11	<b>Add a YouTube video</b> to your Zap website.	<a href="#">Click your name</a> <a href="#">Click My Website</a>
12	<b>Link your Social Media</b> accounts to your Zap website.	<a href="#">Click your name</a> <a href="#">Click My Website</a>
13	If you have a domain name for your website, <b>forward the domain name to Zap</b> (if needed, purchase one).	<a href="#">A easy to remember domain name can help customers find your website.</a>
14	Review your <b>Service Markets</b> in Zap; if incomplete contact your Broker.	<a href="#">Click your name</a> <a href="#">Click Account Settings</a>
15	Add five or more of your own leads or clients into Zap and <b>send the welcome email</b> to all.	<a href="#">Click +Add</a> <a href="#">Click New Contacts</a>
16	Send all of your leads the <b>email to download the mobile app</b> .	<a href="#">Click lead name</a> <a href="#">Click Actions</a>
17	For all of your active leads, use the Sign in as Contact feature to save a search and <b>send New Listing Alerts</b> from Zap.	<a href="#">Click lead name</a> <a href="#">Click Actions</a>
18	Add one new <b>Property Insight</b> and one new <b>Local Insight</b> to help market your Zap website.	<a href="#">Click +Add</a> <a href="#">Click Agent Insights</a>
19	Place potential sellers (whom you've added into Zap) on a neighborhood/home value alert using <b>Watched Home Update</b> feature.	<a href="#">Click seller name</a> <a href="#">Click Actions</a>
20	Put your active leads and clients on <b>Follow-up Plans</b> .	<a href="#">Click contact name</a> <a href="#">Click Add a Plan</a>
21	Promote your <b>domain name</b> (which forwards to Zap) everywhere and complete tasks on <b>SEO Agent Playbook</b> .	<a href="#">This can help drive traffic to your site!</a>