Reapit

2026 PM & Lettings Goal Planner

— Reduce pressure. Catch issues earlier. Keep control.

1. My focus for 2026

What needs to feel better this year?
Short prompts only. No essays.

My top priorities:

Priority 1:

Priority 2:

Priority 3:

2. Portfolio health check

Where are the risks?
This section helps PMs name pressure points.

Tick boxes with light micro-copy:

- ☐ Arrears are visible early
- ☐ Lease renewals are planned ahead
- ☐ Compliance checks don't rely on memory
- ☐ I know which properties need attention

One area to tighten up first:

3. Renewal & arrears rhythm

Timing beats effort.

Simple fill-in prompts:

Renewal checks happen: ☐ Monthly ☐ Quarterly
Arrears reviewed: ☐ Weekly ☐ Fortnightly

One thing I'll stop leaving until the last minute:

4. Weekly non-negotiables

The boring stuff that keeps things calm.
Tick boxes again. Familiar structure from the sales planner.

Every week, I will:

- [ ] Review arrears
- [ ] Check upcoming renewals
- [ ] Scan for compliance risks
- [ ] Tidy up overdue tasks

My weekly check-in day:

5. Time check

Where does my week really go?

Tick options:

- [ ] Owners
- [ ] Tenants
- [ ] Admin
- [ ] Firefighting

One thing I want to spend less time on:

6. Quarterly reset

Pause before things drift.
Short, structured, not overwhelming.

Review dates:

Q1:

Q2:

Q3:

Q4:

Review dates:

What caused the most pressure?

What worked better than expected?

What stops now?