***#8 Office Meeting Agenda***

***Elite Club #16 December 2016***

**OFFICE meeting or before you teach a class use this agenda in hand!**

1. **Title talk:** Meet my customer service team: <insert names here and give some info about them>. These folks are about as dynamic as it gets!! I know all my requests are safe with them and they are determined to exceed your expectations with all of your title customer service needs. Mention a product customer service offers. (ie. Color profiles, color maps, property extensive search—only mention it if you offer it)
2. **Tip on one of our tools:** Want to bring more buyer traffic to your next open house, looking for more exposure to a new listing you just got. Take advantage of our product, **Inquiso** I can get you renter phone #’s. Call introduce yourself. Share the great news about your new listing and see if they want to view the property! Simple as that!!
3. **Marketing tip for the New Year**: Commit to your 12 month marketing plan. Determine what you are sending out each month, how many you need to order, what day you need the proof by, are you labeling it or the marketing company, make sure it includes your sphere of influence and past clients, what day do you want to send it out. Being prepared is the key to marketing success. Speaking of which, check out my 3 marketing ideas. (See flavor of the month>
4. **Reminder:** To follow up on your leads, No stone unturned in 2016! Go back and look at every lead in the past 6 months, call and wish them a happy holidays and see what their real estate vision is for the New Year. Remember over 50% of real estate professionals DO NOT follow up on their leads. Only 12% attempt more than 3 times to follow up with a client. With 80% of sales happening between the 5th-12th contact I say that’s where the magic happens, so don’t give up. I challenge you to follow up and keep track in doing so, I can help!!
5. **Thank you:** Thank you so much for supporting me, <insert Title Company>, we truly appreciate all that you have done for us this past year. We had a great year because of you, so thank you so much! May 2017 be your record year for you! My team and I are eager and ready to handle your title and (escrow) needs in the New Year!
6. **Quote:** We will open the book; its pages are blank. We are going to put words on them ourselves. The book is called OPPORTUNITY and the 1st chapter is New Year’s Day!!