***#8 Office Meeting Agenda***

***Elite Club #18 February 2017***

**Come prepare with an Agenda in hand for an OFFICE meeting or before you teach a class!**

1. **Title talk: Interview an escrow officer on your team and ask these 4 questions and share the Q & A with the room.** (Having them attend office meeting is optional).
2. What’s really important at the start of an escrow that a realtor should know?
3. Is there anything a realtor can do to assist you in the process?
4. How can we avoid challenges in a transaction?
5. Anything else you want to share with our clients?
6. **Tip on one of our tools:** Did you know that our product Inquiso can get you phone #’s for renters!! That’s right, it’s the perfect tool to help you get potential buyer traffic to your next open house or find your next buyer!
7. **Marketing tip:** We have 3 flavor of the month marketing ideas for you to mail to your past clients, sphere of influence and farm area (Click  flavor of the month in the elite club)
8. **Reminder:** Check in with your business plan. We are days into the new year, are you on track? Did you reach your Jan goals? Why or why not? What are you going to do different in the month of Feb and March? Reviewing your business plan will help you stick to your goals!! I can help keep you accountable, ask me how!
9. **Thank you:** Once again, thank you for your past, present and future title and (escrow)  business. My team and I are grateful to those who chose us, counter us in and fight for our services, it does not go unnoticed!!
10. **Quote:** Don’t limit your challenges… challenge your limits!!!!