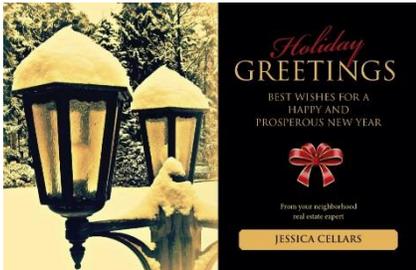


#8 Office Agenda

Elite Club #28 December 2017

Come prepare with an Agenda in hand for an OFFICE meeting at a real estate office or before you teach a class!

1. **Title talk:** Make sure the people signing your contract are the same people on title. If you want me to run a search before you go on any apt please contact me.
2. **Tip on Social Media:** Post a video on social media (with iMovie optional) that features yourself introducing your team. Include: yourself, lender, title, escrow, inspector, home warranty, transaction coordinator, broker owner, assistant, buyer's agent, etc. Give your audience a feel for your team's vision and culture. I would love to help give your ideas as well.
3. **Marketing tip:** We have a few "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, it includes a sample "Just listed" letter, Happy New Year's postcard and Happy Holidays postcard for your clients)



4. **Tip on one of our tools:** Don't forget about Eflyerspro – You can send your listing out to thousands of realtors for maximum exposure. A great tool to share with potential sellers on your listing apts as well. If you have any out of area listings or need a buyer, this is the perfect way to target them.
5. **Reminder:** The New Year is almost here, time to get organized. Here are 5 tips to organize for the start of the year.
 1. What is your prospecting plan for the New Year?
 2. Update your farm and Sphere Of influence database.
 3. What systems do you need to upgrade or change in order to work more efficiently in the coming year?
 4. Did you buy a new day planner and figure out what your schedule is going to look like in the coming year?
 5. What are your goals for the New Year? Be specific so you can break it down and reach your monthly goals.
6. **Thank you:** This time of year is the best time of year to stop, look back and just feel a sense of gratitude to each individual who has made my progress in business possible. THANK YOU from all of my heart and I so look forward to continuing to be a part of your team in the coming year. Cheers to an epic year ahead!
7. **Quote:**

