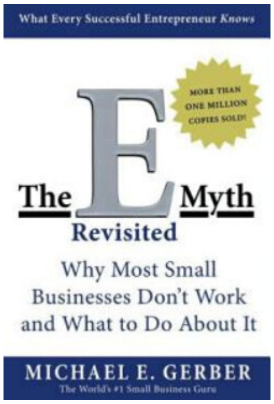
HOW TO SCALE AND NOT LOSE YOUR PERSONAL TOUCH

Hunter Rowe
REAL ESTATE AGENTS AND ADVISORS

Worksheet to follow along with webinar - top five countdown

Tip # 5 - Document Your Processes

Recommended processes to start with (have your first assistant document processes as you go):



- List and contact information for Top Vendors
    - Back-up list of vendors
- Serving buyers
    - Buyer Orientations
        - Folders and materials
    - Searching and showing practices
    - Offer strategies
    - Contract to Close
        - Setting up inspections
        - Introducing vendors - Lender, Attorney, Inspector
        - DDRA best practices
        - Preparing for closings
    - Closing gifts and reminders to follow up
- Serving sellers
    - Listing consult - home prep and pricing
        - Seller Folders and materials
    - Serving your listed seller
        - Preparing for showings
        - Sharing showing feedback
        - Offer strategies
    - Contract to close
        - Preparing for inspections Introducing vendors - Lender, Attorney, Inspector
        - DDRA best practices
        - Preparing for closings
    - Closing gifts and reminders to follow up

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Tip # 4 - Delegate and Elevate

- Which parts of being a real estate agent, can only YOU do?
- Which parts of the transaction bring you joy? - keep doing those
- Which parts of the transaction would you rather not do anymore? - delegate those

Love and only I can do	Enjoy and I'm good at
Don't enjoy and I'm good at	Don't enjoy and not good at

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Tip # 3- Get the right team members on the bus

- Business Coach
- Licensed Assistant
- Marketing Assistant
- Master Level
  - Home Preparation Department
  - Leadership to keep your team organized

Tip # 2 - Robust CRM

- Sort your database by closings and referrals
- Flag contacts when you haven't spoken or seen them in 60 days
- Manage your marketing campaigns
- Manage your transactions and communication with support team
- Place for assistant to log hours
- Document and transaction management
- Master Level CRM
  - Profit & Loss tracking
  - Checklist management

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Tip # 1 - A plan to stay on course

- Share your goals with your team members and meet monthly to review
- Plan your marketing out for the year and meet quarterly to regroup
- Weekly calls with ALL active clients - do this as a group - train your clients that they will hear from you every Monday @ 3pm - call on speaker with your assistant

Still need help?

Reach out today to schedule a free strategy session on how to incorporate these practices into your current business plan.

Or discover how Hunter Rowe's ready made-team can handle all of this for you and you can immediately start freeing up your time and allowing your business to scale.

Make Life Better today and reach out @
https://go.oncehub.com/KristieBrose