

session overview

- How I got started
- My Structure
- Building rapport with clients
- Understanding different personalities to win business
- Building strong referral business
- Tips and ideas for high performance

a little about me...

- How I got up and running
 - Drive down every street
 - Active properties
- Having strong OFIs and work ethic
 - SHOWTIME, be happy !
 - OFI dialogue to obtain information and leads
 - "Have you had a recent valuation from hockings wart?
 - Always send a thank you card and property guide

my setup



Fran – PA & client manager

- Pre Listing questionnaire for all Call In's qualifies & distributes
- Prepares CMA report with introductory letter for the listing process
- Sets up all my files
- Proofs all photography, copywriting & floorplans

#Tip: Do NOT attend photography sessions

- Proofs all advertising
- Invites potential vendors to specific auctions
- Liaises with vendor until campaign commences
- Assists with advice on styling the home
- Project manages properties and tradespeople
- Arranges weekly magazine drop to Hot and Warm potential vendors

Jill – database administrator

- Manages our bi-monthly newsletter, including distribution email/post
- Prepares our "Sold last Month" sales results email to the entire data base
- SMS all past appraisals of any newly listed or recently sold properties in the area
- CMA reports for the anniversaries of that week (dates back 17 years) including Postcode books
- Prepares anniversary calls
- Keeps my database current by entering all client contact points, emails, phone calls, texts etc.
- Organises invitations to our company functions etc...Golf Day, Movie Nights, Luna Park, Home Show, Comedy Festival
- Searches for development sites for active developers
- Searches for homes for past clients and potential vendors
- Developers Site Register & weekly email
- Top 100 list
- Organises calls that need to be made for the week
 i.e. Anniversary / data base / settlements / developers

#Tip: 200 on your data base; do it yourself / 500 1 day per week / 1,000 2 days per week

my role

- I don't do anything that is not a dollar productive activity for the client
 - My main activities include:
 - Prospecting
 - Listing appointments
 - Negotiating
 - Selling

Tip: If you do not currently have a PA then try not to do non-dollar productive activities in business hours.



prospecting system - categories

- 1. Chasers hot and warm sellers only
- 2. Settlement calls monthly & diarised in calendar
- 3. Anniversary calls prepared weekly
- 4. Data base calls frequency
- 5. Developments started and not started
- Finding houses for pot. Vendors/past vendors/ developers
- 7. Text weekend update to potential vendors

ideal week

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
settlements				settlements
8am Housekeeping meeting			8am Call vendors	
8.30am Call vendors / emails	8.30am Paperwork	8.30am Sales Training	8.30am Finding homes for potential vendors / past vendors / developers	
9.30am Chasers – hot & warm	9.30am Prospecting - anniversary	9.30am Data Base	Finding homes for potential vendors / past vendors / developers	9 .00am – 10.30am – Prospecting - general
Chasers – hot & warm	Prospecting - anniversary	10.00am Prospecting – data base	11am Prospecting – developers started & not started	
12noon Appointments & Valuations	12noon Appointments & Valuations	12noon OFI's	Prospecting – developers started & not started	
		Appointments & Valuations	1.30pm - 3pm Visit development sites	



the listing appointment

- Property tour
- F.O.R.D (conversation technique)
 - -Family / Friends
 - -Occupation
 - Recreation
 - Dreams

the listing appointment

- Key Listing Questions:
 - "What were you hoping to achieve from today's meeting?"
 - "What are your plans?"
 - "What are you hoping to do?"
 - "Were you looking at buying or selling first?"
 - "What time frame were you hoping to be there in?"
 - "What is going to be the most important thing in selecting an Agent?" e.g. Service, Marketing
 - "What are the main things that you have to work through prior to putting your property on the market?"
 - "Are you familiar with hockingstuart?"

the listing appointment

- Key Closing Questions: (at the report stage)
 - "Are you leaning toward anyone at this stage?"
 - "If we come to an agreement today are you happy to proceed?"
 - "Are you comfortable working towards a date?"



colours

Understanding your clients

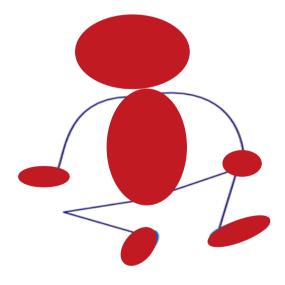
Red Yellow Aqua Blue

colours - red

Characteristics:

- Wants quick results
- Respect, eye contact and handshake
- Desires power
- Makes quick decisions
- Excellent entrepreneurs
- Controls others through intimidation
- Doesn't really have much time

- Director
- CEO
- Business Owner
- Manager

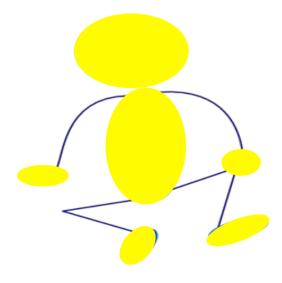


colours - yellow

Characteristics:

- Desires fun in the moment
- Enthusiastic, optimistic
- Talks a lot let them speak
- Tends to be disorganised, undisciplined
- Very entertaining people
- Easiest to sell, hard to keep
- They buy if it feels good
- Leads the life of a better offer

- Sales / Marketing
- Hairdresser
- Hospitality
- Retail

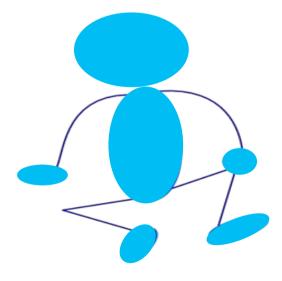


colours - aqua

Characteristics:

- Driven by peace
- Great ability to see everyone's perspective
- Very good listeners, dry humour
- Don't let you know where they are at
- Don't like confrontation
- Casual don't need to look good or impress

- Artist
- Social worker
- Musician

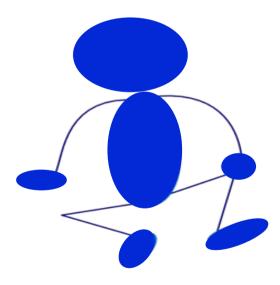


colours - blue

Characteristics:

- Driven by perfection corporate people
- Will need a marketing report
- Respects teamwork
- High expectations and demanding
- Systematic approach
- Thinkers and feelers loyal
- Very diplomatic with people

- Accountant
- Teacher
- Lawyer
- Administration
- IT





A sphere of influence consists of people that are known to an agent, and who are in contact with them through professional activities, association, or past transactions and form part of the database.

Effective use of a sphere of influence can become a continuous stream of appraisal and listing opportunities.



building strong referral business

Key relationships include:

- Builders & Developers
- Advocates
- Solicitors & Conveyancers
- Open for inspections "have you sold where you are coming from?"
- Local business contacts / suppliers
- Local sporting clubs
- Schools
- Financial Planners & Accountants
- Mortgage Brokers
- Letter drops / farm your area
- Social media
- Social network ie Gym, Basketball

#Tip: do the exercise – find out WHERE your listings come from !



tips & ideas for high performance

- Less talk more action victim coffee
- Don't let yesterday's work impact the new day
- No paperwork between the hours of 9.30am 7pm
- Don't hide behind emails & text messages, nothing beats the phone
- The phone is what creates relationships and makes you money
- Change your business every year, if not expect the same result
- Every appointment must have a letter/ thank you card/ email or text message



tips & ideas for high performance

- If you are calm you are in control
- I never run late, I only "run behind schedule"
- Face to face negotiations only
- The "we" factor
- No phones in appointments, not even on silent
- Have fun, people want to deal with happy people
- Call vendors minimum 4 5 times per week, work up to it
- Ring people with a house to sell, submit other agents properties to buy

tips & ideas for high performance

- Focus on the process and strategy as opposed to the promise
- Reward those who refer business to you gifts
- Be more available
- Have a plan and stick to it be disciplined
- Don't concentrate on other agents, it's a sign of weakness and puts them on higher ground
- MINDSETS find out what makes you confident and happy
- Confidence & performance 72 auctions in 2 months, 186 listings a year







