

Better Homes and Gardens® Real Estate

SEEDS OF SUCCESS WORKBOOK

Session Two

As an independent contractor sales associate affiliated with a Better Homes and Gardens® Real Estate franchised office, you have a variety of resources, tools, technologies and educational opportunities available to you. The Better Homes and Gardens Real Estate educational materials, programs, or meetings are not mandatory. Nothing in this document is intended to create an employment relationship. Any participation in this offering is entirely voluntary. Note: This document may contain suggestions and best practices with regard to specific issues you may encounter. These suggestions and best practices are completely voluntary for you to use at your discretion.

Session Two

Implementing Your Lead Generation Plan with Best Sources

Goals of This Session

At the end of this session, you'll have the tools to:

- Create a follow-up system to assure your work pays off
- Be able to attach features to benefits to craft sales calls and apply communication skills
- Be able to craft a sales call to your best source of leads
- Be able to craft a dialogue for circle prospecting
- Create your marketing and technology plans

Follow-Up: Leads to Clients

Why do you need to create a follow-up system? So you don't lose the potential of a sale or a listing from all those you are contacting.

As you meet potential clients we suggest you complete this form and put them in your database. We provide a recommended action plan to add at least 25 people to your database weekly.

Important: Check with the Branch (or Office) Manager or Broker for access to Do Not Call and Do Not Mail lists; ask about an Email opt-out clause and/or disclosure (CAN-SPAM Act).

NAR Field Guide:

<http://www.realtor.org/field-guides/field-guide-to-do-not-call-do-not-fax-and-do-not-e-mail-laws>.

CAN-SPAM Act: A Compliance Guide for Business:

<http://business.ftc.gov/documents/bus61-can-spam-act-compliance-guide-business>



*Use contact management software to tell you when and what you need to do next.
Consider using the Greenhouse CRM.*

Resource List for Session Two

- All materials and videos can be found at <http://bit.ly/SeedsOfSuccess>

Materials

- Suggested Script for Calling/ Emailing People You Know
- Circle Prospecting Suggested Script

Videos

- Accelerate Training Video: Outbound Sales Call
- Accelerate Training Video: Profitable Prospecting
- Accelerate Training Video: Calling Your Sphere



In www.greenhousebhgre.com *Education and Training Tab*, visit *Do It Yourself Section* and *New Greenhouse Training* to learn more about the CRM and see the educational resources available.

- Find out which recommended action plans you attach to your prospects and how easy it is to add contacts to the system.

Follow-Up System: Make Money From Leads

Make contact at least once a week for first 8 weeks, so they know and remember you. You can create a marketing plan too, to systematize your contacts. When a contact emails you – email them back, when they call you, call them back. Try to follow their lead with regard to the method of communication for better results.

Reminder: Recommended actions to track and communicate with your would-be clients each week:

1. Put them in your database/CRM
2. Write 15 notes per week
3. Add at least 50 people to your database per week

The Most Important Sales Skill: Attaching Benefits to Features

Why this is such an important skill:

A feature is:

A benefit is:

Jump into the other person’s mind and think, “What’s in it for me?”

Sales communication: State a feature. Then, add the benefit. Ask if that benefit meets the client needs.

Example:

Working alone, choose a feature of each category on the feature side of the chart on page 5. Then, add a benefit.

Example: Feature: A country kitchen
 Benefit: You can cook with all your friends at cooking parties.

Review **NAR Field Guide to Fair Housing** materials - <http://www.realtor.org/field-guides/field-guide-to-fair-housing>

Feature	Benefit
Of a home:	What it means to a buyer:
What you do for a buyer:	Why it benefits the buyer:
What you do for a seller:	Why it benefits the seller:

Skill Development: Lead Generating with Your Best Source of Leads

The first lead generating source introduced is people you know. Why is it the first method introduced?

- Easiest
- Best conversion rates
- Contacts want to help you
- Requires little sales skill or experience
- Lowest-cost/highest return

Sales Calls

How to craft a sales call:

1. Think of a particular person you'll call
2. Determine a potential real estate need and benefit to a person for your helping him fill that need
3. Write three questions you'll ask the person to discover these needs
4. Determine your call objective
5. Write a question to get a lead appointment—meet objective
6. Write an opening statement

Note: This method of crafting calls works for any initial sales call.

Example: Joe Smith, a friend of your family.

- Potential real estate need and benefit to Joe: a rental home, to reduce his tax burden

Three questions:

1. Equity in present home enough to get a 2nd mortgage to refinance for money to buy another home?
2. Thought about reducing tax burden?
3. Looked into purchasing a home as a rental?

Call objective: Get an appointment

Question to get appointment: When can we explore this potential?

Opening statement:

- Thinking about you.
- In real estate now.
- Exploring how to help people ease financial burdens with real estate.

There is a sample script available to you for calling on people you know in bit.ly/SeedsofSuccess called **Script for Calling/Emailing People You Know Handout**.

There is also a sample letter you can use to contact people you know to let them know you're in real estate.

Action Plan Checklist item: Contact 50 people you know this week to get leads.

- See the **Recommended Action Plan Checklist**.

Video Resource | Accelerate Training Video: Calling your Sphere; available at <http://bit.ly/SeedsofSuccess>

Skill Practice

Craft Your Own Sales Call

Name of person: _____

Potential real estate need: _____

Benefit to the person of your service: _____

Three questions:

1. _____

2. _____

3. _____

Your call objective: _____

Question to get a lead: _____

Opening statement: _____

Skill Practice

Find a partner and practice actually making the call. 5 minutes to prepare, 5 minutes to practice, 3 minutes to evaluate Exchange roles. Use the evaluator below to give feedback to the presenter.

Sales Call Performance Evaluator		
Rating (1-4, rating 4 being excellent)	Agent 1	Agent 2
• Presenter used a logical process to craft the presentation	_____	_____
• Presenter attached benefits	_____	_____
• Presenter asked for a lead	_____	_____

Video Resource | Accelerate Training Video: Outbound Sales Call; available at <http://bit.ly/SeedsofSuccess>

Where will you find 50 people this week?

- Your holiday card list
- Your friends/family members' friends
- Your former co-workers
- Your high school/college friends
- Association members, hobby members, charity members, those with similar interests
- Services you use (hair cuts, gasoline, grocery store)

Other:

1. _____
2. _____
3. _____
4. _____

Right now:

Jot down the names of as many people you can think of in these categories right now. Put them in your database.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

A New Lead-Generating Method: Circle Prospecting

Definition: Contact homeowners in person to provide them with information about a property in the area.

Agent's objectives: Get a lead

Reason to circle prospect:

- Just listed
- Just sold
- Listing sold
- Open house
- Price Reduction

Why is this, the second prioritized method?

- Easy to do
- Puts you in front of people
- Little competition
- Can do it in small portions of time
- Teaches you to be an expert in an area

How to get Circle Prospecting opportunities

- Hold an open house

If you have no listings or sales yet

- Ask an affiliated listing agent for permission to circle prospect the listing
- Listing sold: Ask the listing agent for permission to circle prospect the home
- Ask an agent who has just sold or closed a home if you can circle prospect it

How to circle prospect:

- Decide on a reason why you're calling on the homeowner
- Create your materials
- Design your script using the craft a sales call method

The sample script **Circle Prospecting Suggested Script** is available for your use in bit.ly/SeedsofSuccess.

- Introduce yourself, and why you're there—include a benefit to the homeowner.
- Ask homeowner about the property (have you seen it?).
- Ask for a lead:
 - *“Do you know anyone who...”* (indirect). or
 - *“Are you thinking of...”* (direct).

How to use in personal promotion:

- Put this strategy in your listing presentation as a service to sellers.
- Promote yourself as you circle prospect (add a short bio to a flyer). How to use this strategy as a new agent:
 - Ask an agent in the brokerage (or office) for the opportunity. You have literally 60 to 100 opportunities per month to circle prospect.

Keys to circle prospecting success:

- In person only
- Go three times within a short item period to the same homeowner

Recommended Action Plan Checklist: Contact 50 people using this technique this week.

Video Resource | Accelerate Training Video: Profitable Prospecting; available at <http://bit.ly/SeedsofSuccess>

Your Marketing Plan

Using a target market of those people you've been meeting, you can create a marketing plan to keep in touch with them.

Why create a marketing plan?

- Saves you time
- Creates a marketing system
- Gives you something to delegate
- Helps prove to the seller you run a professional business
- Helps you stay in touch when you can't personally

You can find dozens of resources in the Greenhouse including:

- Digital Marketing Center – eCards, eNewsletters
- Recommended Action Plan for prospects attached to CRM
- Personalized Better Homes and Garden® magazine
- Print Marketing Center – print postcards, etc
- Social Media blog posts, Facebook posts, videos to share
- PinPoint: targeted mailing campaigns

Some of your options:

- Phone calls
- In-person calls
- Mail
- Email
- Social media
- Newsletters

Basic Starter Plan

Offline

1. Personal brochure, magazines
2. Personalized presentations, marketing pieces
3. Snail mail options – Just Listed/Just Sold, etc.
4. Personalized informational handouts (Greenhouse, HouseLogic, NAR, your local vendors)
5. Tool for creating listing, open house, and other fliers

Online

1. Personal website with IDX
2. BGHRE® CRM Tool – with email marketing (eCards/eNewsletters) templates and social share templates/samples
3. Market reports – from your MLS learn how to create a one-page market snapshot, or use another service to achieve this result – Altos, TP, RPR, etc.
4. SocialBios profile on Realtor.com
5. Plan of attack for social media – what sites will you use? Why?
6. Email Marketing with PinPoint

Marketing Plan Principles

- Frequency is more important than reach
- Repetition is king
- Use more frequent communication at the beginning of the relationship
- What you do isn't nearly as important as that you do it!

It is recommended that you mix and match, and insure that you are 'touching' those you just met weekly for at least the first eight weeks. Implement your plan and document your implementation in weeks 3, 5 and 7.

Your Technology Plan:

Why create a technology plan?

- So you can create a system and process
- To delegate
- To move faster and more efficiently
- To plan your budget

What tools will you need to get started?

- Laptop
- Smartphone
- Electronic signature software
- CRM
- System for market reports – MLS, Altos, RPR
- Online storage and back-up services

The brokerage may provide:

- Forms software
- Presentations and tool for creation of CMA
- Basic email and website/profile
- Appointment center

Social Media and Your Real Estate Business

Understanding social media begins with the understanding that social media is just another form of communication. Real Estate is a social business. We cannot survive in this business without being social. Social media encompasses everything from social networks to blogs and social bookmarking to location-based social networks.

Do not dismiss social media as a current distraction. There are many forms of social media, and while many of the ways we share today to collaborate and connect will change over time the tools will continue to evolve and improve.

Similar to texting, social media may be the preferred method of communication for a certain demographic of your consumers. Gen Y now out-numbers the Baby Boomers, and 99% of Gen Y has at least one social media profile. Meet your next buyer or seller online!

Considerations Before You Begin:

- My privacy and personal standards
- REALTOR® Code of Ethics (when/if applicable)
- Better Homes and Gardens® Real Estate advertising guidelines
- The Brokerage/Office Manager's internet policy

How, When and What of Social Media

1. Set Measurable Goals

Define your goals and then put them in writing. Answer each of these questions:

- What type of followers/fans do you want?
- What makes you unique? Translate that into your social media profiles. Your message should be consistent across all channels.
- How much time can you commit to managing your social media?
- What results are you hoping to achieve?

2. Start Listening

As you begin to venture into social media, it is perfectly acceptable to eavesdrop. Listen first then begin to join in the conversation. People do not want to be talked at, but talked with. Engage others in conversations – then listen. We suggest a focus on what is important to them and how you might benefit from building a relationship.

3. Build Relationships

This one falls in line with the last. As you start to share content on your social media platforms, focus on building relationships. If you constantly send out market reports, but you don't talk and engage with the people in the area, you will be talking to a brick wall. It is considered poor etiquette in the social sphere if you don't talk and converse, but just shout-out links to posts you've written. Consider responding when someone likes, shares or comments on your post.

4. Share Interesting Content

Your updates on Facebook, Twitter and LinkedIn can be of any subject matter that interests you. Remember to include not only real estate posts, but other updates that will gain the attention of potential clients. Remember, simply posting listings will not appeal to your past clients. Share content that will be relevant for your audience.

5. Get Out and Engage

Visit Facebook pages where your target audience spends time. Comment and interact within that community and bring awareness to your page. This is not about being spammy and selling your product or service. It is about offering valuable insight and building a solid reputation for your office.

6. Get Local

By concentrating on building your social media networks with people in your service area more local people can be added to your network, and the greater possibility the real estate leads will come to you.

7. Focus on Connection

Don't sell yourself before you know someone. People want to have something in common with you; it could be as simple as you both live in the same city. It might be that you both have a dog, or that you have both eaten at the local ice cream shop. Build on these things. The very best thing that happens within online networking circles is when someone else shares a link of one of your posts.

8. Create Conversation

It's more important to converse with others than to simply post listings. Best Practices for posting are that content should consist of:

- 20% linking to your content (share market stats, neighborhood photos and videos, real estate FAQs)
- 20% linking to other people's content (local sports team, restaurant, school district, government office, local blogger, reciprocal linking, etc.)
- 20% other business talk (industry news, brand updates)
- 40% personal talk and networking. Ask how your follower's animals/kids are! People love it online just as they do offline.

LinkedIn

If the possibilities of one connection expanding into thousands connecting directly to your target audience in a professional atmosphere and speaking with the power players within your industry sound appealing, then LinkedIn is the platform for you. Take a few moments to assess your current LinkedIn profile and ensure that each area is complete.

Once you create a profile, you are ready to begin:

- Engaging and connecting with like-minded professionals
- Requesting endorsements from past clients and vendors
- Participating by answering questions and taking part in relevant conversations
- Connecting your LinkedIn profile to your other social media accounts

Twitter

Twitter provides a unique challenge for many marketers. In 140 characters or less, you must craft both a succinct and compelling reason to take action.

Steps to success with Twitter users

- Determine what type of followers you are looking to connect with. Use Twellow to find people relevant to your niche and target within a specific geographic region.
- Create buzz by tweeting out exceptional content whether it is from your blog or other industry resources. Use hashtags to easily allow others to find your content based on topic and keyword.
- Get found by optimizing your profile. Complete your bio utilizing keywords, a link to your website or blog, and connections to your additional social sites.
- Use a custom background to brand your Twitter channel and create consistency across the web.

Do I Need to Blog?

Google LOVES fresh content. Consistently blogging on your real estate website is one of the best marketing activities you can do for your business. Most blogs contain a combination of text, photos and videos; but your blog can focus on one of these and still do well with the right keywords and research.

Answer the following questions about yourself honestly:

1. Do you have a free hour in your day – most days?
2. Do you enjoy writing and write well? Take great photos? Record awesome videos?
3. Are you comfortable online – Googling, creating links, using YouTube, uploading photos, and generally working on the web?

Most people can stop right at #1. **Blogs are a time commitment!** At its core, blogging is about posting fresh content - fresh content at least a few times a week.

If you have the time, but not the **passion for writing/recording/ photographing** you have reached the second challenge of blogging. Yes, of course there is grammar and spell check and you don't have to write perfectly all the time, but you must enjoy writing and write well. If you don't enjoy writing – what's the point?

Blogging takes research. At some point you will run out of all of the knowledge in your head and need to use Google or YouTube to do a little research. Blogging is not for the tech-neophyte. Good bloggers will use links to direct their readers to a website, give credit where credit is due, validate a point and more.

Blogging Can Make a Positive Impact on Your Business

1. Improve your search engine optimization
2. Make you a better, more knowledgeable real estate agent
3. Reinforce the trusted advisor role

The role of a real estate professional has changed so much in recent years. Consumers do not come to us for information anymore – the overwhelming majority starts their search on the web. If we can be on the web, sharing information and reaching out to our consumers through social media, we have to chance to win their business.

Your Social Media Plan

Create a social media plan and think about your social contracts with each site. Are they different? Will you share differently across the web? Will you accept clients as Facebook friends? Will you treat your connections differently on each site that you use?

Daily Activities	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Post meaningful content							
Engage 3 people you already know							
Make 3 relevant comment/response							
Reach out to 3 new people							

Social Media can have a positive impact on your real estate business. Don't try to master every tool at once – try one and run with it. This is a new space for many real estate professionals; keep in mind that the same old rules still apply. Social media can grow your network, reinforce your trusted advisor role and give you more business.

Post meaningful content – Try to post meaningful content that is part of your website (to drive traffic to your website), also consider: HouseLogic (members.houselogic.com), brand articles, photos and videos for consumer-centric articles and local vendors for neighborhood savvy and cross-promotion.

Engage 3 people you already know – Reach out to those people who know you and love you already. Let them know that you are in real estate now, with a top-notch team behind you and that you are ready to help them or a friend with all of their real estate needs.

Make 3 relevant comments/responses – Spend a little time making relevant comments and likes to those around you posting content.

Reach out to 3 new people – You will need to continually grow your network to be successful. Try to reach out to 3 new people each day (on any given social networking tool) and make conversation and connection.

You will have an opportunity to implement your technology plan next week, and document on progress in weeks 3, 5 and 7.

In the Greenhouse on the Marketing page are 10 How To for Social Media

Video Resource | Accelerate Training Video: Profitable Prospecting; available at <http://bit.ly/SeedsOfSuccess>

Summary of Session 2

What You've Already Accomplished

1. Prioritized your start-up plan (business producing and business supporting)
2. Created an effective prioritized weekly routine
3. Understood The Sales Path for time management
4. Started Follow-Up: Make Money from Leads with Consistency
5. Are able to attach benefits to features
6. Learned how to craft a sales call to your best source of business to assure a lead
7. Learned how to circle prospect
8. Created a marketing plan utilizing the resources in the Greenhouse
9. Created a technology plan

Recommended Actions to Take Right Now

1. Complete your Recommended Action Plan Checklist
2. Do the 3 reports due prior to next week's session
3. Create and implement your marketing and technology plans
4. Practice your lead generating dialogues:
 - a. Craft a sales call
 - b. Circle prospect
5. We suggest you watch these videos available at <http://bit.ly/SeedsOfSuccess>
 - a. Accelerate Training Video: Outbound Sales Call
 - b. Accelerate Training Video: Profitable Prospecting
 - c. Accelerate Training Video: Calling your Sphere