
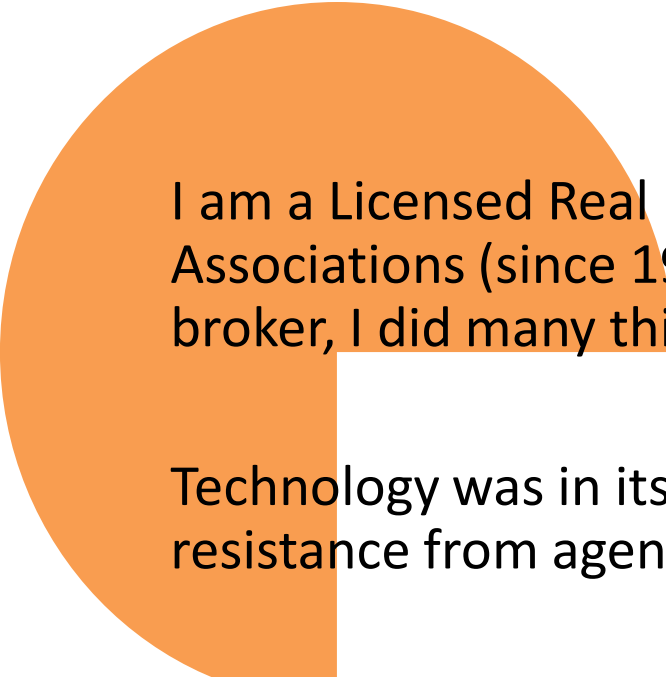




Allowing **SUPPORT** allows more of the OTHER Energies...
Assistants do not need to be PHYSICAL to do MOST things..

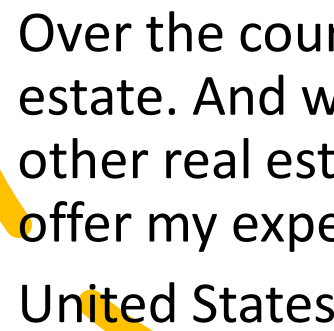
VA's



I am a Licensed Real Estate Broker in the State of Iowa and a member of the REALTOR Associations (since 1997) with 12 years of experience running my own Real Estate Office. As a broker, I did many things (well, everything) myself.

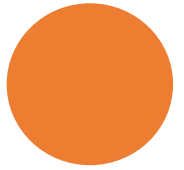
Technology was in its infancy – websites and online MLS's were just starting out – with a lot of resistance from agents who never “did it that way before”.

As technology got better and readily available, I welcomed the new direction of the real estate world - **TECHNOLOGY**.



Over the course of time, I found myself enjoying the “back-office” and marketing of real estate. And when the real estate world started to crash in 2006, I saw the need of helping other real estate agents who didn't want to hire an inhouse full-time assistant. I started to offer my expertise in marketing and support to other real estate agents throughout the United States by starting my own Real Estate Assistance Company – **VIRTUALLY**.

Your Physical Vitality is Limited by Time



You work too long of hours.

You feel overwhelmed.

You are making mistakes.

Putting out fires is starting to take up most if not all your time.

“To Do” lists are not getting marked off.

When your real estate business is managing you and you’re not managing your real estate business.

You’re experiencing “Growing Pains” with your Business and ready for the next step.

You’re losing contact with family and friends because you are just too busy.

You’re losing clients or prospective clients to another real estate agent.

You’re doing
E.V.E.R.Y.T.H.I.N.G
Y.O.U.R.S.E.L.F!!!



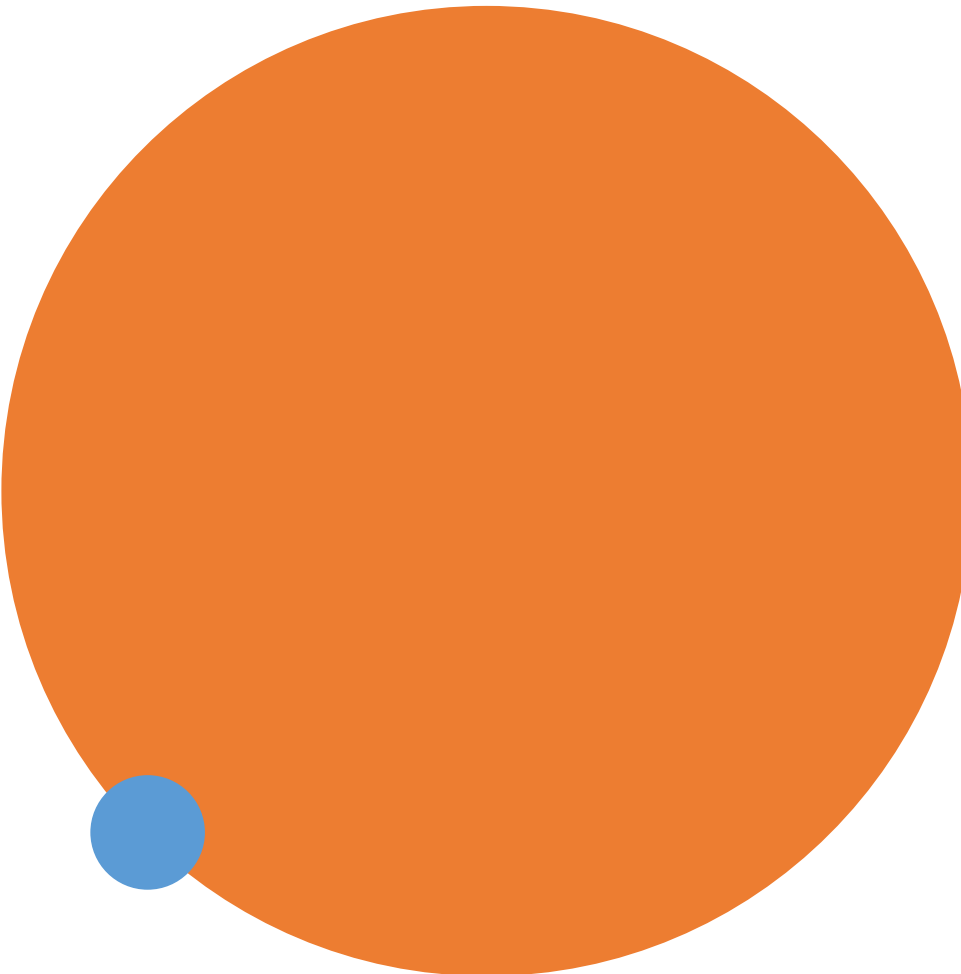
10 (1/2) SIGNS YOU NEED HELP ...

1. **Your experiencing “Growing Pains”** with your Business and ready for the next step up.

1.5 – You work too long of hours. Your day starts at 6:00 am when the first thing you do is check your emails on your phone – even before you grab that first cup of coffee. Unfortunately, it may not end until 9 – 10 or even past 11 pm when you check your emails for the last time before you close your eyes. The time between these two points are just a blur with contacting clients, setting up listing appointments and drafting offers.

2. **You feel overwhelmed.** Real estate can be very overwhelming and there are a lot of details that are to be included in both listing and selling. One phone call or email can eat up hours of precious time and when that fire has been put out, your other fires are still burning.





3. Mistakes are being made. We are human and it's only human to make mistakes. But **avoidable** tiny mistakes can either cost you a listing, closing, or client. If you're rushing through putting together an offer because it's 11:00 at night (after a very long day) and your buyer only has an hour to get it signed electronically, mistakes can happen. But if you're seeing more "little" mistakes, that is a warning you're overwhelmed.

4. Putting out fires from phone calls and emails is starting to take up most if not all your times and you are not getting anything marked off your "to do" list. (**What** to do list?)

5. "To Do" lists are not getting marked off because your "to do's" are not getting done.

6. There are projects or programs you would like to incorporate into your real estate toolbox but are not sure where to start or how to incorporate them.




7. Your real estate business is managing you and you are not managing your real estate business.

8. You're doing **E.V.E.R.Y.T.H.I.N.G Y.O.U.R.S.E.L.F!!!** Stop it!! It's a waste of your valuable time AND money!!

9. You're losing clients or prospective clients to another real estate agent.

10. You're losing contact with family and friends because you are just too busy and never doing something real estate related.



What else don't you have time for?





Wouldn't it be nice if there were two of you?






Hiring an Assistant may be
your answer ...

However, an Assistant does
not need to be **PHYSICALLY**
Present to Assist.





The Beauty of Getting Help
with Your Real Estate Business is that
the person helping you **doesn't** need
to be physically in your office!

They can be miles away and
still be able to get your
work done like they are in
the next office!

Hire a Virtual Assistant



How can you work together when
You're not PHYSICALLY present?



TECHNOLOGY

is GREAT!

(and our friend)

Zoom Calls | Phone calls Texts | Emails

Virtual Assistants can sign into your programs and do work just like you without being Physically present in your office.

Here are a few Examples:

- Your CRM like Wiseagent or email site like Mailchimp to maintain contacts or send out emails.
- If you have a newsletter subscription like HomeAction or Keeping Current Matters, VAs can access that for you, too.
- They can virtually handle your Social Media by being an Admin or have access to your main profile.
- Website updates – yup, sign in at their desk hundreds of miles away and make updates or input listings.



Virtual Assistants Can Do

- Update (Brand?) your Web site with new listings and photos.
- Update your MLS, Blog, Facebook, Twitter or any other social media....
- Update or organize your contact management software or database.
- Listing & data research.
- **Social Media Marketing.**
- Postcard marketing.
- Email marketing.
 - To Spheres of Influence and clients.
- Keep track of schedules
 - Your daily schedule
 - Your listing & closing schedules
- Marketing:
 - Create buyer's packets and PowerPoints.
 - Schedule blog posts and push out to Social Media.
 - Data Entry for listings.
 - Collect feedback from showings.





AND Help with Your Online Presence

- Create a Marketing Campaign Calendar
- Brainstorm for Great Engaging Content
- Update (Brand?) your Web site with new listings and photos.
- Update your Blog, Facebook, Twitter, Instagram, LinkedIn, or any other social media....
- Publish & Push Your Social Media Content.
- Create or Modify Videos and post them.
- Update Website



Breakout:

What Can
(*WILL*)
You Pass Off
to
Give you
More Time?

Who
Has
Questions?





What do you see that you need to DO around your Energy of Physical Vitality As Soon as Possible so that you are READY for the Creativity the 2nd Half of this year will require of you to be successful?