

TUESDAY TECH TIPS

A weekly update of real estate related tech news and tips

Need a change?

If you are a real estate agent in the Danville, San Ramon, Alamo, Diablo and Dublin area and you'd like to work with a broker that "gets" technology, come and talk with me!

I am the manager of Berkshire Hathaway Home Services Drysdale Properties offices in San Ramon and Danville. Let's explore the possibilities!

The Blog

For the past 9 years I have been publishing a weekly blog for real estate professionals. Each week I find some new app, software program or some new gadget that I think will be helpful to you in your business. Occasionally, I slip in a little sales training that I think you would find useful too.

And on rare occasions I publish a rant about something that rubbed me the wrong way. Check it out:

<http://www.RealtyTechBytes.com>



Master these five things to win in your real estate career - Part 4 - Time Management

Welcome to part 4 of my 5 part treatise on how to be successful in real estate! If you missed the first three parts, here are the links to the articles on my blog:

1. Prospecting: <http://realtytechbytes.com/?s=prospecting>
2. Staying in Touch: <http://realtytechbytes.com/?s=stay+in+touch>
3. Listing Presentations: <http://realtytechbytes.com/?s=Listing+Presentation>

If you have been diligent in following my advice over the past four weeks, you may have an escrow or two by now! If so, welcome to the crazy world of escrow management!

I'm not going to go into all the details of what needs to be done except to say that unless you



Here are some useful Links

(For when I can't be there)

TopProducer Help

<http://www.topproducer.com/campus/top-producer/top-producer-help>

zipForms Help

<https://www.youtube.com/user/zipLogix/featured>

DocuSign Help

<https://support.docusign.com/>

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have a clear time management plan in place that you actually follow, you will become bogged down in the minutia of getting your escrows to close. The first thing that goes out the window when you are pressed for time is the prospecting, Then you stop showing up for office meetings, trainings and other important parts of your life.

Eventually the escrow closes, but because you failed to prospect for the 45 or more days it took the escrow to close you have no business! And this is exactly what causes the wild income swings we see in our business!

If you would adopt a time management system you would be able to get everything done, including the dreaded prospecting that is so vital to the success of your business.

Go here to read the articles I have written on this topic: <http://realtytechbytes.com/?s=time+management>

There are many aspects to effective time management besides actually planning out your time., Becoming more efficient with your processes is one of them. Owning the latest equipment that operates smoothly and quickly is another. You'll find articles that cover these aspects on that link too!

So, get busy! Click the link and start getting your life in order!

<http://realtytechbytes.com/?s=time+management>