



COACH SUPER MIKE™

Taking Real Estate Agents to Pinnacle Levels™

Proper Day Off and Vacation Training- SAMPLE VACATION NOTES™

Vacation Notes for: (Agent Name)

Dates of vacation:

Leaving: (Specific date and time)

Arriving back to business: (Specific date and time)

Phone, lockbox, chargers drop off date and location: (Specific location, date and time)

Specific Instructions for Team Members, Staff or your Colleague Handling Your Business:

- Here list each person's name and what you need from them
- If you have many listings and clients, you can split up duties.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Current and Future Buyers and Sellers

[illegible]

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(Team Member), For Thursday update emails to sellers, please use showing time for contact information and see below.

Here are some of the things that you can update a seller on. Try to mix it up. Keep it short and simple. The key is to keep them in the loop. DON'T use all of these ideas in one update. Mix it up so that it is not too stale. Check showing time to see how many showings that week. **PLEASE FOLLOW UP with agents who showed but did not provide feedback and try to obtain and share with our clients!!**

1. You can give an over all of how many showings since we listed and let them know how long we've been on the market. IF anyone ever challenges you, you can always say, "(agent name) always says that the average showings per month is usually between 1-2."
2. Reiterate any feedback that came on showing time.
3. Go on Zillow.com, Trulia.com, Realtor.com, etc. and look up the property. Scroll down a bit. You can tell them how many people "viewed since listing". Also, next to that, you can tell them how many buyers "Saved their home to their favorites". I would even mix this up and save one fact for one Thursday and one for another.
4. Go to fivestreet (if applicable) and look up how many leads came on that property and update the seller on that.
5. Review any calls that may have come in for agents, buyers, on their property.
6. Review any sign calls that may have come in for their property.

Here is a sample/template that you can use for each email. I already set it up as a canned email for you. PLEASE DON'T USE ALL OF THIS IN ONE EMAIL. Spread it out. I promise you that you'll want to do that!

Hello _____,

I hope you are doing well! I'll be providing you updates on (day of the week) on behalf of (agent name). Please note the following:

- This week we had ___ agents visit your property.
- You've had ____ showings on your property so far. This exceeds the 1-2 average showings per month!
- The feedback was _____. You should have received the feedback email.
- OR IF YOU CALLED AND GOT VERBAL FEEDBACK, say: The feedback was _____ based on my correspondence with the agent.
- You have _____ views on Zillow so far.
- _____ have your home saved as a "Favorite" on [zillow.com](https://www.zillow.com).
- We have a showing coming up this week on Thursday as you know. (Since they would see it or have confirmed it with our showing desk)
- We had ____ leads this week come in on your property. We are following up to see if the buyers are serious.
- We received ____ calls this week regarding your property from these sources (sign, internet, etc.). Here are the details:
