

Get organized this year!



A few quick tips on how to organize the electronics in your life so that you start the New Year off working smarter, not harder.

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First, start by organizing the contacts in your phone (hopefully it's a smartphone). Sort through them while sitting on the couch, little by little, deleting any duplicates and merging scattered details. If you backup your phone regularly (at least once a week), your info will still be there, just cleaned up from your handheld. Then do the same with your calendar. Delete duplicates and merge data. Then go to your emails. Mark all prior opened or delete any from before about a week earlier. You can keep them as far back as a month, but these are just duplicates as any email forwarded to your phone is automatically in old emails online. It is important to do this as these things bog down your system and cause your phone to mal-function. Then do the same with texts. After you've finished this process, plug your phone into your computer and sync it with your online backup and corresponding programs. Since your phone is your primary data manager, it should be cleaned up first.

Next you need to open your content manager on your computer (like Outlook). Here is where you check your contacts and calendars to ensure that everything was imported correctly from your phone. You can update anything you want and simply re-sync in reverse so that both devices are accurate.

Next, activate your virtual assistant tools in the MLS. This can be done by logging in, updating your contact info from Tools/Settings/Personalize, and activating the Client webpage manager. Many agents have never set this up so they don't realize how much easier their life would be if they had a 5 minute tool to activate and send data to clients and a managerial system to keep info recorded and organized. Then go to setup your Showing Assist. By updating your contact info there as well, your showings will be fast and easy and you will protect yourself by having a record of all inquiries. Then, open your SUPRA ekey settings. This is yet another way to synchronize your data and help keep records of who showed your listings or what properties you have shown and when.

If you are really in a groove and determined to set yourself up just that well, you can do two more things to complete the system. Open your Transaction desk account and verify that the data is updated there as well. Remember, this is a way to send contracts back and forth and share with clients and other agents. Finally, setup some quick area searches and give them nicknames. Do your top 3 areas first like your neighborhood, farm areas, neighboring hot selling community, etc. This will save you so much time because when someone contacts you for data on one of the areas that you specialize in, you can pull that data up in a snap to give them the most accurate and up to date details and with the click of your mouse, send the info to them via email on in their private link to client webpage in the client gateway that you previously setup.

For more details on how to utilize these online tools, check the Board Event Calendar for upcoming classes.