

# AGENTS WORKING FROM HOME

## Tools to Use in Commercial Real Estate



### EMAIL

Email is now the communication tool that everyone can use efficiently and frequently. Send out emails and follow up with telephone calls with key clients and people.

### MOBILE PHONE

Set a fixed time each day for making plenty of outbound calls to the people you know and others that you haven't spoken to before. Link your address book to an online storage.



### DROPBOX

Put all your active and important files in the 'cloud' in something like Dropbox so you can get to anything and share files where needed. All negotiation records, and listings can be in the Dropbox for use at any time.

### DATABASE

Ensure that you can access your database remotely and update it as you make more calls. If you don't have that facility, then use spreadsheets in an organised way.



### SOCIAL MEDIA

Use social media to get listing detail and market commentary out into your contact groups. Use 3 channels of social media frequently. Interact with your channels.