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## TIP #1

Date \_\_\_\_\_

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Email, text, post ORT is OPEN for Business flyer.

Read LinkedIn Learning blog:

<https://learning.linkedin.com/blog/productivity-tips/new-to-working-remotely--these-resources-can-help>

Share LinkedIn blog in an email, via text and social channels with clients.

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## Check in

with your Branch(es) and Escrow Officer(s) to see how they are doing.



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## TIP #2

Date \_\_\_\_\_

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Email, text, post ORT is OPEN for Business flyer “To our valued Agents,”

Use this time at home to organize and update your database. Look for targets utilizing MyMTA, in areas this is available and/or your local MLS website and begin to work/clean-up/add to your database.

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# Your Daily **WORKOUT**

supplemental exercises  
to your daily sales calls

## TIP #3

Date \_\_\_\_\_

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Here are some options to help you put your best mind forward:

- **Set office hours.** Work the same hours you would at your office. Though sleeping in might feel nice, working until midnight because you got those extra zzzzs might not. This will also stop you from working long past a normal workday.
  - Pro tip: give yourself an evening routine. Make sure you're clear about 'logging' off. Whether that means booking a virtual workout class (think: Daily Yoga or YouTube), shutting off your computer, or cooking dinner, make a hard shift mentally after you've 'logged off.'
- **Schedule breaks.** It's important to build breaks into your WFH schedule. Especially when you normally take them during your workday. Set an alarm on your phone. It's too easy to begin working and not knowing how much time has passed.
- **Move.** It might be easy to get used to not having a commute. Then, all of a sudden, it's 8pm and you haven't walked more than 50 ft around your home. Remember to get some exercise in. Because endorphins make you happy. Need help finding a workout you can do at home? [Here's a good starter](#). Even a walk around the block helps. Fresh air is great medicine.
- **Socialize.** Working alone can be hard. Especially if you're used to having a lot of people around. Make sure you're in your company's messaging channels and are talking with your co-workers regularly. This will help prevent feelings of loneliness or disconnect. A daily check in with your Branch is critical. Face time with your branch and well as your clients.

<https://www.theskimm.com/live-smarter/career/tips-for-working-from-home-effectively>

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## TIP #4

Date \_\_\_\_\_

Share these helpful tips with your clients as well as take note for yourself:

### Working from Home with Kids

1. **Find a workspace** – If you don't have a home office, your first task might be to carve out a spot where you can have privacy to work. Can you find space in the basement, take over the guest room, or take calls in a large closet? Creative thinking might be necessary.
2. **Get ready like usual** – Create a consistent routine to get into the work flow each day. Get ready for work, make breakfast, and get the kids set up with morning activities before opening up your email.
3. **Set realistic expectations at work** – Being upfront with your coworkers that you have kids at home can help you manage anxiety and better manage everyone's expectations. We all know this is not a normal circumstance!
4. **Divide and conquer** – If you have a partner that is also working from home, try to divide your work time and work with each other's schedules.
5. **Have a family talk** – Help your kids understand how work works by sitting down together and setting boundaries for them. Explain that you won't always be available and that they have to knock when your office door is closed.
6. **Take breaks** – It's nice to be able to sit down and knock out a bunch of work over a few hours, but taking breaks will be more necessary now. Set an alarm and take a few minutes each hour to check on the kids, get everyone a snack, or have a short dance party with the family.

<https://www.cnn.com/2020/03/16/success/working-from-home-with-kids-coronavirus/index.html>

<https://www.bostonglobe.com/2020/03/17/business/10-tips-working-home-with-kids/>

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## TIP #5

Date \_\_\_\_\_

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Call your clients and check in with them. Ask them how they are doing. Ask them if there is anything you can do for them. Practice an upbeat message.

1. "I'm just checking on you. These are crazy times. Give me a call."
2. "I'm working from home. Our company has told us that we cannot visit offices and we should stay out of branches, what is going on with your brokerage?"

Remember people are going thru something that they have not experienced before. Keep it light and know that they will appreciate talking or even receiving a message that someone is thinking about them.

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## TIP #6

Date \_\_\_\_\_

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Write handwritten notes to your top 10 targets who have been NDC over the past few months. Remind them how grateful you would be to earn their business. Include your business card and the EO's card if you have that available. If not, be sure to include your contact information below your message.

*In today's competitive business environment, we know you have choices. We wanted to tell you how much we appreciate you working with Old Republic Title for the transaction on 123 Main Street. Our goal was to earn your confidence in our abilities and to know you and your clients received superior service. Please feel free to call, text or email me with any feedback you'd like to share. I look forward to hearing from you soon. Thank you!*

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**TIP #7**

Date \_\_\_\_\_

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Text your clients an uplifting message about “your why”. Tell them something about why you do what you do and what’s the best thing about your job. Ask them about their “why”. Be an active listener. Create a conversation with them about their “why”.

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## TIP #8

Date \_\_\_\_\_

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Text or email your clients and share a link to a personal development site. Some include:

[liveboldandbloom.com](http://liveboldandbloom.com)

[addicted2success.com](http://addicted2success.com)

[tomferry.com](http://tomferry.com)

[johnmaxwell.com](http://johnmaxwell.com)

[tonyrobbins.com](http://tonyrobbins.com)

And take some time to read an article two from one of these sites that you may have interest in. Share this with your team via email or text. Post something you gained from your read on your social channels. Spread good news.

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## TIP #9

Date \_\_\_\_\_

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Download the Dynamic Signal app and begin utilizing ConnectOR if you are not currently using this product. Go to [www.ortconnector.com](http://www.ortconnector.com) and click on the ORT LOGIN. This allows you to stay in front of your clients online, even when they can't see them offline.

You can “auto-queue” your posts for the next week and then set a calendar reminder to queue for next week. This keeps you in front of folks thru your social channels with very little effort.

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**TIP #10**

Date \_\_\_\_\_

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Utilize the Outlook Templates in the “Shared Files” icon on your desktop (click on “everyone” folder, then look for “MarketingMaterials” folder) to create some fun Quick Parts (QPs). Begin to build your QP gallery and use these messages as ways to stay in touch with your clients while not making sales calls. There are a variety to choose from and you can create your own message with the images already set in place.

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**TIP # 1 1**

Date \_\_\_\_\_

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Text your clients to check in to see how they are doing. A friendly text to say hi and how are you will be a welcome message.

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**TIP #12**

Date \_\_\_\_\_

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Check out the videos available on Grandflow for customization. View videos and select ones that will work with your marketing efforts. Submit the request thru Grandflow and the Video Team will send you a customized video for your use. These are great ways to reach out to agents. Use this time to create your own library of videos and save them to your desktop.

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**TIP #13**

Date \_\_\_\_\_

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Use this time to research real estate apps and then share those findings with your clients. Be sure to try the app out so you can share your experiences. For example, there are many apps that you can use to enhance photos on your phone. Share these tips via social channels, text and email.

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## TIP #14

Date \_\_\_\_\_

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Use this time to remind agents about updating and organizing their databases. Schedule phone appointments with them and talk about their sphere, past clients, neighbors, etc. Work with them on how effective an organized database can be. You will find that some agents have not separated out their groups and this is a good time to go thru and make those changes.

This can also help them with pop by items if they are working some type of pop by system. They can decide who to deliver to and when.

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## TIP #15

Date \_\_\_\_\_

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Make phone calls to again check in with your clients. Call the ones who you have not had a chance to speak with live. Remind them that you are working from home but are available to assist in any way you can. Use facetime if that's comfortable for you.

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**TIP #16**

Date \_\_\_\_\_

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Use your social channels to share a good personal development article that you've read. Make a note in the header referencing a part of the article. Remember to continue to check these sites as our Covid-19 circumstances are constantly changing so new information on how handle and juggle work from home/kids out of school/social distancing/care giving and more, may be available.

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**TIP # 17**

Date \_\_\_\_\_

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Research collateral on Grandflow and bookmark flyers that you can use in a “Pitch Book”. This book can be used in the future for one on one appointments with agents to show ORT’s history and strength. You can also include product flyers and collateral that agents can share with their buyers and sellers. Be sure to bookmark what works in your state as not all collateral on Grandflow is available for each operation as rules and laws differ from state to state.

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## TIP #18

Date \_\_\_\_\_

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Create a video so folks can see your face and that you're doing well. Make it short and simple. Just a quick check in to say hi. This creates a feeling of them seeing you working. Also, it is valuable face time. Post to social media as well as send as a text message. If you are not comfortable with video, try facetime with clients, one on one.

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**TIP #19**

Date \_\_\_\_\_

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Compose handwritten notes that you can use at a later time. Maybe it's a Thank You or Congratulations message that can have black space left to insert an address or an event. When the summer months are here and the market is booming, having those generic notes ready to personalize will be a welcome sight!

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## TIP #20

Date \_\_\_\_\_

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Make gratitude phone calls of appreciation to your TOP loyal clients. Ones you may take for granted. Remind them how much their business means to you and your team.

*I wanted to take a moment and tell you how grateful we are for your continued loyalty and support. Working with agents like you makes it all worth it. Cheers!*

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## TIP #21

Date \_\_\_\_\_

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Stalk our clients on social channels and gather birthdays. Then add those birthdays to your calendar so you can send personal birthday emails, texts and phone calls. Remember, there are several birthday templates in the Shared File that would be great birthday Quick Parts.

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