

FIND YOUR BUSINESS

PROSPECTING IS THE CORNERSTONE OF LEAD GENERATION

IGNITE POWER SESSION #3

Instructor Edition

In this chapter ...

- Proven prospecting methods to find potential clients
- Uncover prospecting opportunities that yield results
- Cultivate relationships into business, repeat business and referrals

Instructor:

Timing: 3 hours

Take-Aways of This Chapter:

The purpose of this chapter is to get participants excited about prospecting. As lead generation is job #1 for a sales representative, their success in real estate is directly proportional to the number of people who they meet and want to work with them.

IMPORTANT!

- 1. Action Reveal – Instructor, this step of each class is essential to the Cappers in Training's success. Please do not skip or diminish this powerful part of each day. It is essential to the participant's success to establish this habit and for you to hold them accountable.*
- 2. Daily Calls – Every class will include Real-Play calls.*
- 3. Introduce the benefits of prospecting.*
- 4. Review the four Cs of prospecting.*
- 5. Find prospecting opportunities.*

Activities in This Chapter:

The activities in this chapter are designed to get participants into productivity as quickly as possible. As a database is the most important business tool, it is imperative that the new sales representative establish this practice right away.

- 1. Daily Report Out*
- 2. Daily Calls*
- 3. Steps to Prospecting*
- 4. Prospecting on Social Media*

*At the end of this Power Session, there is a new section called **Achievements of the Week** and is meant to summarize the week's lessons and achievements.*

You will be showing and discussing two videos in this Power Session. Have these loaded and ready to go.

Table of Contents

TODAY'S EXPECTATIONS	5
ACTION REVEAL	6
Report Out – Daily 10/4	7
GET YOUR HEAD IN THE GAME	13
MAKE IT HAPPEN	14
Lead Generation - It's Job No. 1	14
Benefits of Prospecting	15
The Four Cs of Prospecting	16
Your Sphere of Influence	21
Time-Blocking with the 3–3	23
PROSPECTING OPPORTUNITIES	25
Prospecting Sources	26
Become a Lead Generation Machine!	37
PUTTING IT ALL TOGETHER	38
Action Plan	38
Prepare for Your Next Class	39
Recall and Remember	41
FROM AHA'S TO ACHIEVEMENT	42
ACHIEVEMENTS OF THE WEEK	43
ENHANCE YOUR LEARNING	44

Today's Expectations

Capper in Training

1. Find your business.
2. Prospect and lead generate using multiple methods.
3. Connect with potential clients.
4. Obtain referrals.

Ignite Faculty

To maximize your learning, your Ignite Faculty is committed to:

1. Show great role-model **videos** in class.
2. Devote the majority of time on **activities** in class.
3. Role model what it takes to be highly successful. Guide and support the Cappers in Training by holding them accountable to their **Daily 10/4** and pre-work **Mission**, and during the **phone call** activity make calls along with the class.

Instructor:

Quickly cover the expectations for today.

Cover this page thoroughly and make sure everyone is ready to move forward! They are expected to do a lot in this class and are expected to have completed their Mission.

Ignite is designed for a lot of "DOING", not just listening and learning, because doing is where the learning happens!

Remember there are expectations for you too! Be sure to review the videos in the Mission prior to class.

Help participants be successful!

Instructor:

For every day in class, participants

Action Reveal

are completing their Mission in advance.

There are three parts to the Action Reveal.

This is an

expectation that you

are holding them

accountable to!

- *Take 10 minutes to debrief their Mission. This step is essential in that it shows that you care that they got it done and that it was valuable to them.*

- *Ask for aha's from any videos they were assigned to watch. (Refer to questions on the PowerPoint.)*
- *Ask – What did you take away from the Mission that will help you in your business?*

- *When participants have a question about the Mission, before you answer, ask the class, "How would YOU answer that?" This is a good way to check for understanding and to reinforce participants learning from one another.*





1. Review **Mission** assignments and get questions answered.

a. Answer questions about any videos watched.

b. Provide your Aha's from the Mission.

2. Announce your **Daily 10/4** activity results from the day before class and review leader board standings. Celebrate successes!

3. Make **Real-Play** calls in class.

IGNITE		Mission 3
Complete this Mission prior to attending Ignite Power Session 3		
DONE ✓	1. Daily 10/4 – develop your lead generation habit	
<input type="checkbox"/>	Complete your Daily 10/4 daily!	
<input type="checkbox"/>	Report out – be prepared to report your Daily 10/4 results in class	
<input type="checkbox"/>	Bring a supply of notecards, business cards, and stamps for handwritten notes	
DONE ✓	2. Catch up – if not completed in Mission 2	
<input type="checkbox"/>	Complete your KW White Pages profile	
<input type="checkbox"/>	Activate your eEdge account	
<input type="checkbox"/>	Activate and brand your KW Mobile Search App	
DONE ✓	3. Make it happen with technology	
<input type="checkbox"/>	Review: <i>KW Technology Setup</i> 	
<input type="checkbox"/>	Read: <i>Create a New Marketing Campaign</i> 	
DONE ✓	4. Find your business with lead generation	
<input type="checkbox"/>	Watch <i>Internet Lead Generation</i> (2:19 mins) 	
<input type="checkbox"/>	Sign up using your KW email on social media sites (LinkedIn, Facebook, Instagram, Twitter, Pinterest, etc.)	
<input type="checkbox"/>	Join your local chamber of commerce and other networking groups (sources of new contacts)	
<input type="checkbox"/>	Bring your contact list and your laptop/tablet with you to the next Ignite class	
DONE ✓	5. Follow up – with previous Power Session	
<input type="checkbox"/>	Complete activities from the Action Plan in the previous Power Session	
<small>*Access videos from KWConnected.com. Ignite. Need help? Contact your Technology Coordinator or Tech Ambassador in your Market Center, or email support@kw.com.</small>		
		

Report Out – Daily 10/4

Note: For help using myTracker, refer to instructions on the back of your Mission page.

Report on Your Daily 10/4 Activities

The **Daily 10/4** is your most important business activity!

Keep track of yourself and your fellow Cappers in Training and cheer their successes!

Capper in Training	10 Contacts added	10 Connections	10 Notes	Homes Previewed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11 Instructor:				
12 Have participants report on the Daily 10/4. This is to be done EVERY class!				
13 1. Participants should have entered their activities into the electronic myTracker – show the leaderboard results in the classroom (on a projector if you have one.)				
14 2. In addition, have each participant either fill in his/her numbers or you can fill the numbers on a white board or flip chart that is displayed in the classroom.				

Techniques such as competitions will promote productivity and comradery in the classroom—refer to your Ignite instructor tools for ideas and inspiration.

Instructor:

Your Turn – Lead Generate for Business

Remind

Daily 10/4 Real-Play

*participants that **Real-Play** is money-making activities done in the classroom with the support and guidance of you and fellow participants.*

Remind them that you are serious about

them being successful in this business! Scripts for today are on the next pages.

1. Begin by saying an affirming message out loud.
“Opportunities come easily to me.”
2. Get your phone and your list of contacts and call people you know (Mets) and any referral names you were given by your Mets.
3. Use scripts provided: the same one you used on Day 1 and one new script for calling referrals.
 - Goal #1: Call for 20 minutes and **make contact** with as many people as possible.
 - Goal #2: **Ask for referrals** from each contact.
 - Goal #3: **Offer your KW Mobile Search App** to each contact.
4. Record your results below.

Results				
Name	Phone Number	App	Referral Name	Result of Call
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Time: 15 minutes

Scripts for Calling

Use the scripts you learned in sessions 1 and 2.

REFERRALS

Hi ____, my name is __ with Keller Williams Realty. Your name was given to me by a close friend of both of ours, (your Met's name), and he/she said that I should give you a call. Is right now a good time to talk for a couple of minutes? Excellent!

(Your Met's name) said that you were thinking about buying/selling a house in (time frame for buying/selling) and asked if I would please give you a call. He/She and I both want to make certain that you are in great hands and that you have the very best, so that's why I'm calling.

Since everyone likes to know what houses are selling for, I'd like to share my real estate app with you. You can see what's going on anywhere, from your street to any place in North America! It's free, there's no cost to you, and I can send you a text to link to it. Does that sound good? Great!

If they are buying ...

Have you seen anything you like thus far? Great!

Are you working with any other sales representative? No? That's good.

If they are selling ...

When are you planning to move?

Have you listed with another sales representative? No? Excellent!

Continue ...

The next step is for us to get together. I can answer all your questions and explain how the entire process works. It will only take about 20 minutes. Can we meet today, or would tomorrow be better for you?

If no thanks ...

I understand. Just so you now, I have a wealth of interesting and timely information about the real estate market in your area, and I'd love to send it to you. Let me make sure I have your current email and address.

And do me a favor, please. If you hear of someone with a real estate need, will you keep me in mind? Great. And, after you download the app and try it out, send me a text and let me know how you like it. I'd appreciate that.

Thank you for your time today, and please let me know if there is anything I can ever do for you.

1. New to Real Estate

Hello, this is _____! Do you have a moment? I'd like to share the exciting news that I have become a real estate sales representative with Keller Williams Realty.

With this new partnership, I have all their knowledge working for me. Plus, my clients get all my enthusiasm and hard work. I thought about sharing this with you because I knew you would be someone to help me grow my business.

Continue with Rest of Script.



2. New to Keller Williams Realty

Hello, this is _____! Do you have a moment?

I'd like to share some exciting news with you. Usually, I'm the one helping people make a move. This time, I'm the one who moved! I've moved my real estate business over to Keller Williams Realty, and just because my company name has changed, the level of service I offer to clients hasn't. My clients will continue to get all my enthusiasm and hard work. And, as you already know, I'll do whatever it takes to help people. May I count on you to help me grow my business?

Continue with Rest of Script.



Rest of Script

First, I'd like to share my real estate app with you. You can see what's going on anywhere, from your street to any place in North America! It's free, there's no cost to you. I can send you a text so you can link to it. Does that sound good?

And I'd like to ask, who might you know from work, your neighbourhood, or a group you belong to who's interested in buying or selling a home, or investing in real estate? Can you think of anyone right now? Thanks for taking a moment to think about it.

I have a wealth of interesting and timely information about the real estate market in your area, and I'd love to send it to you. Let me make sure I have your current email and address.

And do me a favor, please. If you do hear of someone with a real estate need, will you keep me in mind? Great. And after you download the app and try it out, send me a text and let me know how you like it.

Thank you for your time and help, and please let me know if there is anything I can ever do for you.

3. Remind Them You're in Real Estate

Hello, this is _____.! Do you have a moment?

It's been awhile and I'd like to apologize for not staying in touch. I've been busy growing my real estate business and working with great clients like you. I wanted to share with you that I have a personal goal to help ____ (#) families get into the home of their dreams this year. As you already know, I'll do whatever it takes to help people. May I count on you to help me reach my goal?

Continue with Rest of Script.



4. New to the Area

Hello, this is _____.! Do you have a moment?

I'd like to share some exciting news with you. I have moved to _____ (*new town*) and I'm with Keller Williams Realty, and I thought about connecting with you because I knew you would be someone to help me get my business going in _____ (*new town*). May I count on you?

Continue with Rest of Script.



Rest of Script

First, I'd like to share my real estate app with you. You can see what's going on anywhere, from your street to any place in North America! It's free, there's no cost to you. I can send you a text so you can link to it. Does that sound good?

And I'd like to ask, who might you know from work, your neighbourhood, or a group you belong to who's interested in buying or selling a home, or investing in real estate? Can you think of anyone right now? Thanks for taking a moment to think about it.

I have a wealth of interesting and timely information about the real estate market in your area, and I'd love to send it to you. Let me make sure I have your current email and address.

And do me a favor, please. If you do hear of someone with a real estate need, will you keep me in mind? Great. And after you download the app and try it out, send me a text and let me know how you like it.

Thank you for your time and help, and please let me know if there is anything I can ever do for you.

Instructor: Your Turn – Handwritten Notes

Have participants

Daily 10/4 – Handwritten Notes

write notes to the people they just called.

1. Write notes to **2 – 3 people** you called to thank them for their time.

METS

Congratulate them for making progress on their Daily

Thank you for taking the time to chat with me today. It was great to catch up with you and let you know what I've been up to with my business. I'm thrilled to be with Keller Williams Realty, and I am available to you at any time, to be an asset and resource to you, your family, and your friends. Please call me whenever a question or need comes up. I'll stay in touch. I appreciate you and I wish you all the best.

10/4 already!

Note: If

REFERRALS

anyone forgot notecards, ask to borrow a few from a fellow

Thank you for taking the time to chat with me today. It was great getting to know you and I look forward to helping you. Please know that I am available to you at any time, to be an asset and resource to you, your family, and your friends. Please call me whenever a question or need comes up. I'll stay in touch. I wish you all the best!

participant, or (optional)

2. Enclose a business card in each note, stamp, and mail from your Market Centre.

have participants

Time: 5 minutes

buy notecards from the Market Centre.

Stress how important this step is.

Get Your Head in the Game

In Power Session 2, you committed to build your database and launch your contacts on touch campaigns. To continue to add to your database, you will need to lead generate for additional contacts.

Discussion: Why Lead Generate?

- Why is active lead generation important?

Active lead generation ensures that not only will you get business quickly, but when done consistently, it also ensures a steady stream of business. Said another way, active lead generation turns the feast-or-famine cycle that most sales representatives go through and creates a steady upward increase in business.

- What do you think is different about the lead generation of successful sales representatives compared to their not-so-successful peers?

The difference between successful and not-so-successful sales representatives is that successful sales representatives make lead generation a daily habit and set out to master the skills, systems, and tools of lead generation.

Instructor:

Guide a discussion about why lead generation is important. The purpose is to have the participants embrace the lead generation process because of its importance to growing their business.

"Success leaves clues: Sales representatives who take Ignite achieve 71% more contacts, 65% more calls and 88% more previews. They grow their market share and create opportunities."

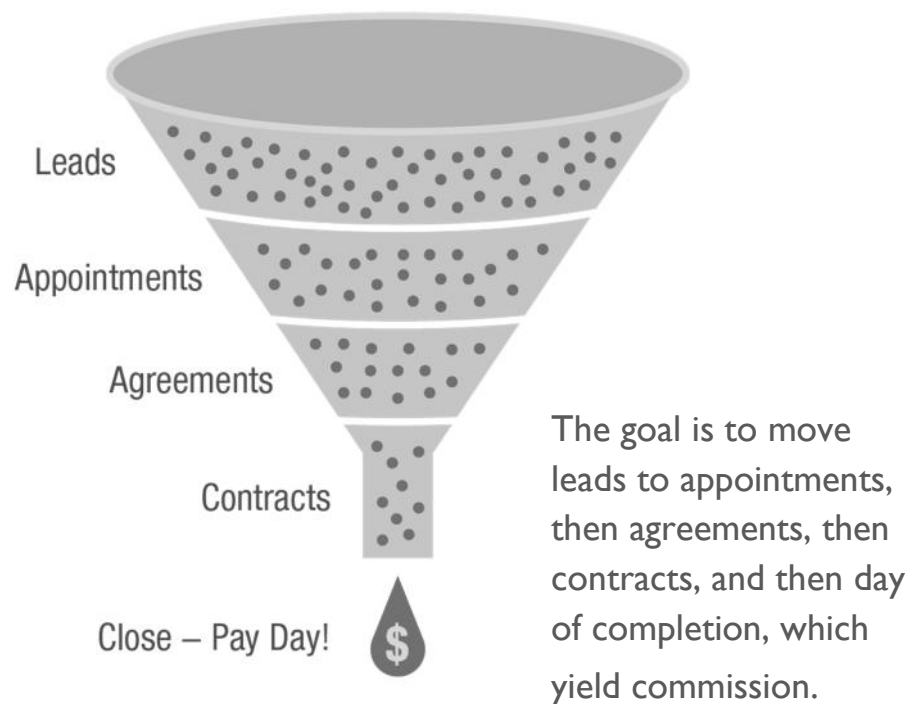
John Davis, CEO, Keller Williams Realty

Make It Happen

Lead Generation - It's Job No. 1

Prospecting is the quickest and most productive way to get leads and appointments for business. The quantity of leads and the quality of appointments you obtain is a direct reflection of your prospecting effort. Remember that the Daily 10/4 has lead generation built into the formula. You do this daily to build a habit of doing what's most important to your business before all else!

Prospecting determines the size of your funnel.



Prospecting is the cornerstone of lead generation. Every time you meet someone, you should be thinking, ***“What is the relationship opportunity here?”***

Benefits of Prospecting

Prospecting is an investment and commitment to your business. Prospecting is critical to your business for the following reasons.

Discussion: What are the benefits of prospecting?

Instructor:

Discuss the benefits of prospecting with the class.

- *€ Is inexpensive and yields immediate results*
- *€ Puts you in control of filling your pipeline of leads*
- *€ Increases your confidence and skill*
- *€ Yields quantity of leads which yield quality leads*
- *€ Keeps you in direct contact with the market and protects against market shifts*

Ask:

- *Why are these benefits important to both a new sales representative and a tenured sales representative?*

Discuss the myth and truth on this page.

MYTH

Prospecting = Annoying People = Rejection

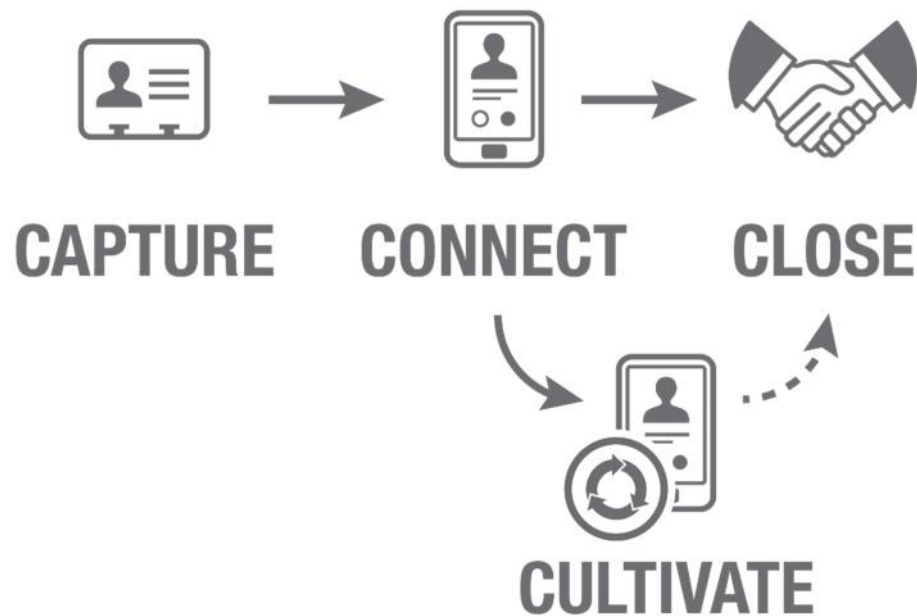
TRUTH

Prospecting = Meeting People and Building Purposeful Business Relationships = A Strong Real Estate Business

The Four Cs of Prospecting

Prospecting is a conversation. It's all about creating the kind of personal connections that will lead to purposeful relationships you can build a business on.

You make prospecting happen through **four simple steps**.



1. You first **CAPTURE** leads by getting their contact information.
2. Then **CONNECT** by establishing a relationship.
3. Finally, **CLOSE** them for an appointment and eventually to buying or selling real property.
4. **CULTIVATE** them to maintain and strengthen your relationship.

Business-building conversations aim to achieve these goals:

1. Get an appointment.
2. Get a referral.

And they always accomplish the following:

3. Strengthen the relationship.



1. Capture

CAPTURE

The goal of building a database is to capture as many Haven't Mets as possible and turn them into Mets quickly, and then turn Mets into repeat and referral business. One of the best ways to do this is to leverage your Mets through prospecting.

In Ignite sessions 1 and 2, you have been capturing contact information from your Mets, but odds are you still don't have all the information you need from everyone.

My Database				
Name	Phone	Email	Mailing address	Connected on social media*
1. Franny Friend	555.1234		123 Main Street	FB
2. Allie Resource	555.5678	allie@resource.com		
3. Nick Neighbor		nick@neighbor.com	1212 Maple Lane	FB LI
4.				

Remember, every time you speak with someone in your database, make sure you have all their information.

In your conversation, just add on "By the way, what's your ...?" Then enter it into your database immediately.

Instructor:*Ask**participants**for more**examples of**connecting**questions**for each**who, what,**where, why,**when, and**how.***CONNECT****2. Connect**

Successful real estate sales representatives understand how important it is to connect with people, and refine this skill by doing it often and consistently. Your goal in the Connect step is to approach an individual in a way that builds rapport and trust. One of the best ways is with questions.

Look for opportunities to be of service to them. When you use your scripts and uncover a real estate need, dig deeper for more information that will help you close.

Instructor:*Explain to the**participants**how you can**create a**reciprocal**connection with**people. This**would be**asking how you**can connect**people you**know and meet**with them, and**how they can**connect people**they know and**meet with you.***CONNECTING QUESTIONS**

CONNECTING QUESTIONS		
Get details to add to your database.	“If you would, please tell me a little bit about your family/job/ life, etc.”	WHO
Assess their wants, needs, and plans.	“What are you looking for?” “What do you want to do?”	WHAT
Pinpoint their location.	“Where would you like to buy?” “Where is your home located?”	WHERE
Determine their motivation.	“Why are you moving?”	WHY
Get a feel for their timeline.	“When would you like to do this?”	WHEN
Assess their expectations.	“How do you plan to do this?”	HOW

Using questions that start with the words who, what, where, why, when, and how will get you the full story on anything.



3. Close

CLOSE

Day of completion is the process of asking for business. Connecting is crucial, but unless you get their business, you won't be making any money. Many sales representatives are very successful at connecting with people. It's the asking for business that is so challenging.

Your goal for the call is to close for at least one of the following:

1. An appointment with them
2. A referral from them
3. A reciprocal connection with them

INSTRUCTOR:

Ask the participants to read each one out loud.

1. The Hard Close	Let's meet!
2. The Soft Close	I've really enjoyed visiting with you. When would you like to get together to discuss this further?
3. The Direct Close	Can we meet today or would tomorrow be better?
4. The Indirect Close	Would it be OK if I got you some information to look over and then we can meet to discuss?
5. The Trial Close	I think you would agree that we have gone over enough today that meeting would be our next step.
6. The Assumptive Close	It sounds like we should meet. I am available most times this week, so what works best for you?
7. The Negative- Positive Close	Would you be offended if I asked if we could meet to go over this?
8. The Take-Back Close	I've really enjoyed visiting with you. To be honest, I'm not sure if I can be of help or not, but I would be honored if we could meet to find out.
9. The Tie-Down Close	Wouldn't it make sense for us to meet in the next day or so?
10. The Alternative Choice Close	What works better for you? Meeting today, sometime this afternoon, or tomorrow morning?

Ask: What's your style? Circle the two that resonate the most with



Cultivate

Whether or not you have closed for an appointment or gotten a referral, once a connection has been made, it can always be strengthened—it's an ongoing process.

The relationships established here will continue to build as you keep in touch and perhaps eventually do business together. And you want the relationship to keep building—people who like you will do business with you and refer more business to you.

Setting your contacts up on a touch campaign in eEdge will continue to cultivate the relationship.

8x8 Seller: Good Information

Good Information Sellers Campaign

Interval Campaign

- 7 Email Steps
- 0 Direct Mail Steps
- 2 Activity Steps

[Show Campaign Step Details](#)

33 Touch: Home Ownership Matters

Date Campaign

- 26 Email Steps
- 0 Direct Mail Steps
- 17 Activity Steps

[Show Campaign Step Details](#)

This campaign ensures year-round contact with your "Mets" in your client database. The campaign elements help keep you top-of-mind with of real estate issues that matter to clients.

Be sure to use the information you gain about them, their wants and needs, to enrich your future touches by sharing information that they will appreciate.

And for anyone who gives you a referral, include a thank-you reward and positive progress reports about the referral into your touches for that referring contact.

Your Sphere of Influence

Sphere of Influence

All the people who know you, trust you, and may do business with you.

Think of the people closest to you as the Inner Circle of your Sphere of Influence. They are your biggest champions. They already know, trust, and respect you—therefore, they are likely to be willing to help you. Because, after all, people like to do business with those they know, trust, and respect.

Your Inner Circle is the group of people you'll look to most often—and reward most often—for help and support in referring business your way. In fact, the majority of your business during your first year in real estate will most likely originate from your Inner Circle.

It's only natural that your Sphere is the place where you'll begin to find leads.



Instructor:

Ask:

How many people do you know? 50? 100? 200? Average is thought to be around 150.

Ask:

Look in your Facebook. How many friends do you have? Do you know more than that?

Tell:

And then, how many people do each of the people you know? A lot!

This is where you start to find leads.

Instructor:

Your Turn – Sphere of Influence

Explain that

Fill out your Sphere of Influence

*participants will be**timed in this*

Write down as many names as you can for each category. Even if you only know someone's first or last name, write it down!

*competition to see**who can write down**the most names.**After 10 minutes,**count up the**number of names**and congratulate**the "winners".**Ask for aha's about**their Sphere of**Influence.**Ask the participants**how they can get**ideas or categories**for Other. Think**phone book.*

My Sphere		
Immediate Family	Hobby/Sports Groups	Personal Services (hair, nails, etc.)
Friends	Teachers (yours/your kid)	Home/Auto Repair
Relatives	Church/Club/Volunteer	Real Estate Sales representatives
Neighborhoods	Professional Services (doctors/dentists, etc.)	Mortgage/Title/Appraiser/Inspector
Past Coworkers	Banker/Insurance/Financial/Lawyer	Other

Time: 10 minutes

Time-Blocking with the 3–3

Prospect efficiently and consistently with three processes in your three hours of daily lead generation. The formula for this time-blocking discipline is called the “3–3,” and stands for three things done in three hours. As a new sales representative, you can and should spend more than three hours doing this:

	ACTION
1. PREPARE	Prep call lists.
	Say affirmations, focus on Big Why.
	Practice scripts.
2. TAKE ACTION	Prospect.
	Update database.
3. MAINTAIN	Track results.
	Schedule commitments.
	Write thank-you notes.

Instructor:

The 3–3 in today's class will mimic the actions sales representatives should be taking on their own once they are out of Ignite. Be sure to point out the process they are following as you move through the exercises. For example, say, “Just like you would do if you were lead generating on your own, now we are going to prepare/take action/

Video

Activity: Watch Masters at Work



- Watch the video: “Cold Calling with the Real Estate Brothers”
- What are your aha's?

Time: 5 minutes

Instructor:

Find this video online on Ignite on KWConnect, under Instructor Resources. Play the video and ask for aha's.

1. Prepare

Instructor:
Explain the meaning of “just listed” and “just sold.” Explain “Allied Resources”

Solid preparation is the foundation of any successful prospecting. Plan to spend approximately 30 minutes getting ready.

1. Prep Call Lists – generate a list of names, phone numbers, and pertinent info
 - Referrals
 - Neighbours of just listeds, just solds
 - Sphere—who is due for a call?
 - Allied Resources
 - For sale by owners (FSBOs)
 - Any past clients
 - Leads from sign calls or website
2. Rehearse Scripts
 - Formal script practice is a daily activity you should be doing with a script partner or as part of a team prior to your preparation time.
 - Say affirmations, focus on your Big Why, and keep your eye on your goals.

2. Take Action

It’s prospecting time! Approximately two hours of the 3–3 is spent making connections, building relationships, and asking for business.

1. Get out your database or call list and start calling.
2. Update your database with each call. It is important to get the details while they are fresh in your head.

3. Maintain

Instructor:
Ask for aha’s regarding how the daily three hours of lead generation is spent.

It is follow-up time. Approximately 30 minutes of your daily 3–3 should be spent on wrapping up your lead generation with some methodical follow-up.

- Finish entering results into your database.
- Write follow-up notes.
- Track results.
- Schedule and calendar.
- Fulfill promises such as sending any information they requested.

Prospecting Opportunities

We have discussed working with your Mets and asking for referrals. But once you have contacted all of your personal contacts and any referrals you have received, where are you going to find more contacts?

So far we have learned different methods for finding, reaching out to, and connecting with potential clients. Now we will use this information and focus on different prospecting opportunities.

Video

Activity: Finding More Leads



- Watch the video: **“Finding More Leads”**.
- What are your aha’s?

Time: 5 minutes

Instructor:

Find this video online on Ignite on KWConnect, under Instructor Resources.

Play the video and ask for aha’s.

Instructor:

Lead a discussion of where

Discussion: What are your prospecting opportunities?

prospecting opportunities come from.

Let them be creative! Don’t supply answers until they’ve exhausted their ideas.

Prospecting Sources

1. Door Knocking, Geographical Farming
2. For Sale By Owners (FSBOs)
3. Open Houses
4. Sales Representative Referrals
5. Social Media

1. Door Knocking, Geographical Farming

Door knocking in a neighbourhood (also known as a targeted geographical farm) to promote your business means talking with prospective clients. And, it's a great way to promote your upcoming open house!

- Don't be pushy; come from contribution and let people know what is happening in the area.
- Ask for business, offer advice, and be available as a resource.
- Provide market information when it's appropriate:
 - “Did you know homes in our neighbourhood are selling in less than 30 days?”
 - “That home over on Mayberry just sold for \$350K! That means home values are going up.”
 - Vendor referrals: “My clients seem to like ABC Company”.

2. For Sale By Owners (FSBOs)

The best sales representatives have long recognized that people who place their own for-sale sign on their property and run their own ads have proven one thing: they are motivated to sell. If you are persistent with these sellers, you'll have a good chance to win their listing— after your competition gives up.

Contacting FSBOs

1. **Get their information:** Get their contact information and add them to your database. You can often find their numbers in a cross-reference directory, or stop at their home when you see their sign. Finding FSBOs is as easy as driving neighbourhoods where you want to work in real estate. Or, you can look for “by owner” advertising online or in your local newspaper. Your goal: Meet them any way you can.
2. **Get an appointment to see their home:** At this point, it's not about getting the listing.

SALES REPRESENTATIVE:

Good morning, my name is _____ with Keller Williams Realty, and I noticed your home is for sale. As a real estate customer service expert, I like to keep up with the inventory in this area so I know what kind of buyers to bring. Would you be offended if I came over to view your home?

If “Yes” (they would be offended), or “We don’t want to list with a real estate sales representative.”

I promise I won't ask you for your listing. The reason for my call is not to list your home. I would simply like to put the home on my For Sale by Owner Inventory List. Would today at 3:00 p.m. or tomorrow at 1:00 p.m. be better for you?

3. **Go slowly at first:** Your goal is to see their home, so take a light-handed approach until you have a chance to tour their property inside and out.

SALES REPRESENTATIVE:

Mr./Ms. FSBO, thank you for allowing me to view your home today. Would you mind just showing me around and pointing out the features?

Where are you going next? When do you need to arrive?

Mr./Ms. FSBO, thank you so much again for showing me your lovely home. I want to wish you the best of luck in selling it. I have _____ (offer one of your reports) that might help you sell your home. I'd be happy to drop it off, because I'm hoping for a win-win here. I can provide you with information to help you sell and I hope that, in return, you will refer any buyers not interested in your home to me. Is there anything else I can do to help?

4. **Win their trust by being a resource:** Build rapport and a relationship with them; approach them with an attractive alternative to what they are doing by being a resource first (provide home staging tips or a discount coupon for a local home improvement store); later, you can start them on an 8 x 8 touch program in eEdge.

SALES REPRESENTATIVE:

It was good to meet you the other day. I'll plan to check in with you from time to time—just to see how things are going and where there have been any changes in your plan to sell.

Selling is hard work. I have a tip sheet on preparing your home to sell that might help. I'll be in your area tomorrow: can I drop it off around 9:00 a.m., or would the afternoon around 2:00 p.m. be better?

5. **Focus on saving money:** This is one of their goals; show how they can actually save money by working with a good sales representative.

SALES REPRESENTATIVE:

There are some good statistics available about the prices buyers pay for homes. I'd like to show them to you, or drop off a copy. What day and time would be convenient? It'll just take a minute.

6. **Focus on saving time:** Show that they can get their life back and return to doing things they enjoy more, while a professional—you—gets their home sold.

SALES REPRESENTATIVE:

Good morning, Mr./Ms. FSBO. I thought you might be able to use this information on home improvements and cosmetic changes that are most effective with buyers. How are things going?

3. Open Houses

Open houses represent your first and easiest public opportunity to do the job of a professional real estate sales representative by positioning yourself as the local expert and offering your services to the following people:

1. Buyers
2. Buyers who are also selling
3. Sellers
4. Other sales representatives

Instructor:

Remind participants that buyers are often sellers. It's easy to forget to ask the following logical questions at an open house: "Where are you living now? Do you need to sell a home in order to buy?"

Get purposeful with open houses!

Take advantage of every phase of the event to promote your services to your Mets, Haven't Mets, and social media network.

Open Houses: Lead Generation Focus	When	Who	Action	How
	Before	Database	Invite to open house Ask for referrals	Call Email Social media
		Neighbours Nearby renters	Invite to open house Ask for referrals	Door-knocking
	During	Face-to-face visitors	Get appointments Ask for referrals	Talk Build rapport
		Database	General prospecting	Call
	After	Face-to-face visitors	Get appointments Add to database	Call
				Email Note Marketing campaign

4. Sales Representative Referrals

Believe it or not, some sales representatives have leads they are not following up on for one reason or another.

Reasons Sales Representatives May Pass On Leads

- Too many leads and a lack of time or resources
- The sales representative may favor working with sellers and be amenable to passing on some of their buyer leads to you
- A sales representative from a different city/town/stats may refer leads of buyers moving to your area

The best way to get referrals from other sales representatives is to cultivate relationships with them and ask for referrals!

5. Social Media

The best way to engage with a quality database is through social media. If you're like most people and use social media every day, you can think of it as a 365-touch system. Here are some ways you can interact with Mets and their Sphere and position yourself at the top of their minds:

Facebook

Facebook is where people go to connect with friends and family online. Most sales representatives want to connect with friends and family of clients. It provides trust and word of mouth marketing.

TIP

Don't use your personal Facebook account for your real estate services. Why? It may lack professionalism, and you miss out on a lot of essential business features (such as the ability to run Facebook contests and check your Facebook Insights). It's really easy to make a business Facebook page, and it's worth the effort.

Instructor:
Tell: "Using social media can be a great part of your overall lead generation strategy, but direct methods of lead generation like prospecting FSBOs, etc., will generally lead to faster results, so prioritize your lead generation time accordingly."

1. **Post about your neighbourhood.** Show off your geographic farm or neighbourhood. This both markets your area to prospective residents, and it also shows your passion and knowledge of where you are selling homes.
 - For example, if there is a new community centre being built, post about it, and talk about the benefits and how it will make the lifestyle better for new (and existing) residents.
2. **Use images** when you update. Images on Facebook are the most engaging types of content. The more likes, shares and comments your posts get, the more they will be viewed in news feeds by the friends of your Facebook friends (people who like your page).
3. **Post about events in your neighbourhood.** Show how wonderful your city culture is. Post about local events in your town. If you're going to a neighbourhood event, tell your friends, and invite them to join you. Also, ask questions to spark engagement and get more comments.
4. **Congratulate new homeowners** on day of completion. This shows you care about your clients. You'll do this in person and on your Facebook page too!
5. **Engage with polls or surveys.** Polls and surveys provide an amazing way to create more engagement on your page, and have fun with your friends. You can use them to develop deeper relationships with your clients, get to know their likes and dislikes, and promote yourself as a sales representative who listens. You can even use them as a way to market your listings too!
 - For example, run a voting poll to ask your Friends what photo they like best from your latest listing.
6. **Post your listings.** Yes, use Facebook to post your listings too. The golden rule in social media is 80/20. That is ... post 80 percent of your content about lifestyles, customer interests, and other updates; post 20 percent of your content about you and your product. This keeps your social media social, and engaging.
 - When you post your listings, keep the personality of you on your Facebook page. This is not a print ad. Tell about the home and what points will sell it. Tell how many bedrooms and baths. Tell the address. Tell the price.
 - Ask questions about your new listing, to get comments about what people like about it, what they like about the neighbourhood, or comments about the schools and community facilities. Post about your open houses too.

Twitter

Twitter is another amazing way to keep connected to your clients. Twitter gives you 140 characters to give updates to your followers. Use it to engage and strengthen your relationships.

1. **Tweet questions.** Post questions to your followers to encourage a response. For example, ask:
 - What's the best thing about moving to a new home? #moving #newhome #whatgoeswhere
 - What would your ideal kitchen look like? #kitchens #daretodream #newhome
 - How often do you renovate your home? #newhome #renovations #homedecor
2. **Tweet about your listings.** Again, use the 80/20 rule. 80 percent of your content is about lifestyle and connecting; 20 percent is about your listings.
3. **Tweet tips about staging and moving.** Help out your clients (and yourself) by teaching them how to stage their home for better sales. Post links to helpful articles and videos on how to present a home when you're selling it. Include tips about how to pack and make a move less stressful.
4. **Tweet local news.** Twitter tends to be a great place for news. If there's a new school being built in your area - tweet about it. Good news stories show how great your neighbourhood is, and how well you know it.
5. **Tweet about charity events.** Tweet about local events you support. Show you are connected, trustworthy, and care about your community.
6. **Use hashtags.** On Twitter, using hashtags gets your tweets seen by more than your followers. Use relevant and specific numbers to get found by those looking for your subject matter.
7. **Use @mentions** to keep in touch with clients. Twitter lets you send tweets to specific people. Aside from using direct messages, send out a tweet to congratulate a new home owner, or to thank a local merchant for assisting you, etc.

Pinterest

Pinterest is the fourth largest social site and is all about connecting through images. This provides an amazing opportunity to show off the visuals of your listings. Your listings get sold by appealing to visual emotions.

On Pinterest, you set up boards, pin images, and engage by repinning, liking, and commenting.

1. Set up a board about your neighbourhood or geographic farm. Sell the area around your listings. Create boards about the amenities, shops, and services available in the community.
2. Set up boards about your hobbies. Show who you are. If you like to cook, post some of your favorite recipes. If you like to play tennis, post about tennis groups and where to play tennis in your locale.
3. Set up boards about home decor. Appeal to the inner designers on Pinterest, and show off beautiful photos of amazing home decor. Link to how-to sites.
4. Set up a board for your listings. Keep with the 80/20 Principle, but make sure you have a board specifically for your listings. Make sure your listing board is located in your first four. This keeps your listings easy to see.
5. Use hashtags. Just like on Twitter and Facebook, use hashtags to connect with your market, and extend your posting reach beyond just your following.

Instagram

Instagram is widely used in different parts of the world and is growing in popularity. It allows users to upload photos and videos with stories, filters, locations, and hashtags. Its flexibility allows connection to other social media platforms, and can be viewed on both mobile and desktop platforms.

1. Post your photo and bio along with a link to your branded mobile Search App and bio. Include a story of your Value Proposition
2. Post listings with multiple photos and descriptions. Include applicable hashtags. Send targeted, private messages of listings to clients.
3. Show live events or walk-throughs of open houses, include comments in the story, and even highlight each room of the house.
4. Highlight stories of clients: First time homebuyers and happy sellers. These become testimonials and valuable online reviews.

Other Social Sites

There are many other social sites real estate sales representatives can use effectively.

1. **LinkedIn:** Set up a business page and make sure your LinkedIn profile is complete - include a good a summary, introducing yourself, and why you're a good sales representative choice (both to buy from and to sell through). Join local groups and participate in them. Keep connected with your clients, and ask for referrals through the site (just as you would in person).
2. **YouTube:** Make videos showing your listings. Use a short video to introduce yourself (you can embed this onto your website too!). Use videos to show off the best features in your neighbourhood or geographic farm.
3. **Blog:** Blogs are a great way to write about your knowledge of your trade, and get your clients clicking on to your website.
 - Use your blog to post news about the local housing market, interest rates, and property listings. A blog post lets you describe your listings in a longer format than most other social (and traditional print) marketing.
4. **Community websites:** Many neighbourhoods have community websites and Facebook pages; this is an excellent way to get connected with potential clients.

Instructor:
*Ask
participants
for any
additional
ideas for
social media.*

Your Turn – Social Media

Skill-Building Activity: Post to Social Media

Instructor:

Break

Pair up to plan and post to social media:

participants into groups of two.

Have each participant write a “post” based on instructions, and reply. Both post and reply should elicit response from anyone interested in real estate.

1. Use the data from your local MLS to construct a statement followed by a question as if you were updating your status. For example:
 - Homes stay on the market for an average of 40 days in Denver. Curious about your neighbourhood?
 - Who says no one is buying or selling in this economy? Last month, 563 homes sold in Boise.
 - The average home price in Springfield is \$168,240. Curious about what your home is worth?
2. Each of you post it to Facebook, and then respond to each other’s post with a comment or question. Note: You may need to “friend” each other first.
3. Watch for comments and likes to appear!

Post:

Debrief activity by asking for volunteers to share results and aha’s.

Comment or question:

Time: 10 minutes

Aha’s from Activity

Become a Lead Generation Machine!

“My fear of failure was greater than my fear of lead generating.”

Gary Keller, cofounder and chairman,
Keller Williams Realty

Make a commitment to prospecting, faithfully time block to do your three hours of lead generation every day, and your business will succeed - period.

Think about all the places you go and people you see throughout your day. There are opportunities around you everywhere—all day, every day.

Our research confirms that many real estate sales representatives experience fear or anxiety about making contact with other people—particularly people they do not know. In fact, most sales representatives would confess, “It was hard for me”.

Successful sales representatives just found ways to quickly get beyond their reluctance and get comfortable with the call. Their end goal was more important than their fear.

Truth

It takes purposeful practice over time to grow in any area.

Putting It All Together

1. **Action Plan**
2. **Prepare for Your Next Class**
3. **Recall and Remember**

Action Plan




Recap of all assignments from today, and in preparation for the next class.

Action	Completed / Due Date
Continue to add contacts to your database.	
Develop methods for prospecting.	
Put your 3–3 time blocking into action.	
Prepare for the next class. Download the pre-work Mission.	

Bring your phone, laptop/tablet, and database to every class.

Prepare for Your Next Class

Complete your Mission prior to the next scheduled Ignite Power Session. Download your **Mission** for the next class from Ignite on KWConnect.

IGNITE		Complete this Mission prior to attending Ignite Power Session 4		Mission 4	
DONE ✓	1. Daily 10/4 – develop your lead generation habit				
<input type="checkbox"/>	Complete your Daily 10/4 daily!				
<input type="checkbox"/>	Write notes on the homes you previewed and bring to class to share				
<input type="checkbox"/>	Report out – be prepared to share your Daily 10/4 results in class				
<input type="checkbox"/>	Bring a supply of notecards, business cards, and stamps for handwritten notes				
DONE ✓	2. Extend your learning				
<input type="checkbox"/>	Share your Big Why and Value Proposition with five friends or family members (to affirm in your own mind and garner support)				
<input type="checkbox"/>	Practice scripts with a partner				
DONE ✓	3. Gather your tools – and bring to class				
<input type="checkbox"/>	Download and print the Ignite Prelisting Presentation for Sellers – from Ignite on KWConnect				
<input type="checkbox"/>	Download and print the Ignite Listing Presentation for Sellers – from Ignite on KWConnect				
<input type="checkbox"/>	Create a list of names to call in Power Session 4 Real-Play and bring to class				
<input type="checkbox"/>	Bring copies of scripts used in sessions 1 and 2 for use in this session				
DONE ✓	4. Prepare for a listing appointment				
<input type="checkbox"/>	Watch: <i>Create a System to Secure Listings</i> (5:30 mins)				
<input type="checkbox"/>	Watch: <i>Listing Presentation – Bruce Hardie</i> (16:06 mins)				
DONE ✓	5. Follow up – with previous Power Session				
<input type="checkbox"/>	Complete activities from the Action Plan in the previous Power Session				
<small>*Access videos from KWConnect.com. Ignite. Need help? Contact your Technology Coordinator or Tech Ambassador in your Market Center, or email support@kw.com.</small>					
					

Instructor:
Ensure that participants access their next Mission and work on it between classroom days. Stress the importance of this time well spent!

Your Turn - Prepare

Targeted Prospecting

Every day in class you will be making calls to specific targeted groups. We will follow the three-step process each time.

Instructor:
Have participants prepare their call list for the next class. This will consist of more people they identified in their sphere and FSBOs. Help them figure out how to contact FSBOs.

1. **Prepare** – Create your call list for the next class.
2. **Take Action** – Real-Play calls will be made in the next class.
3. **Maintain** – Notes will be written to all those you call in class.

Prepare Your List

You identified more people in your Sphere of Influence today. Prepare a call list for your next class consisting of the people you haven't contacted yet. Include some FSBO people to call as well (find them online or get phone numbers from their signs).

Name	Phone Number(s)

Recall and Remember

What are the benefits of prospecting?

Is inexpensive and yields immediate results

Puts you in control of filling your pipeline of leads

Increases your confidence and skill

Yields quantity of leads which yield quality leads

Keeps you in direct contact with the market and protects against market shifts

What are the Four Cs of Prospecting?

Capture

Connect

Close

Cultivate

Instructor:

*Allow time for
Cappers in*

*Training to
complete this*

Recall sheet.

*Ask for their
answers*

before

*supplying the
correct ones.*

What is Time Blocking with the 3-3 and why is it important?

Prepare

Take Action

Maintain

What are ideas for posting to a social media site?

Listings, tips, community information

Refer to curriculum for additional answers

How many new contacts in your KW eEdge database by the end of Ignite? 200 new

How many new contacts do you have today? They should have
close to 50 by now!

*+ your
existing
Mets*

From Aha's to Achievement

AHA'S

Instructor:

Have participants fill in their aha's individually or brainstorm as a group.

What are your aha's?

BEHAVIORS

Instructor:

*Ask: How will you translate your aha's into concrete changes in your behaviors? Example: **Aha**—I need to practice my scripts. **Behavior Change**—find a script partner and schedule time.*

What behaviors do you intend to change?

TOOLS

Instructor:

Tell: List out the tools you will use to achieve real behavior change.

Examples: accountability tool, time blocking on calendar

What tools will you use?

ACCOUNTABILITY

Instructor:

*Tell: Evaluate what kind of accountability will sustain your behavior change. Is this an accountability partner? Mentor? MyTracker? Be realistic. The best accountability system is the **ONE** you will use.*

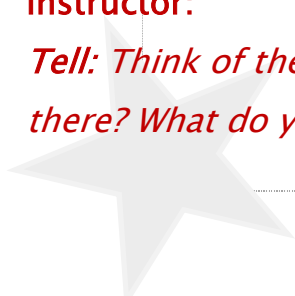
What does accountability for this look like?

ACHIEVEMENT

Instructor:

Tell: Think of the results you want to achieve. What are you doing to get there? What do you have? What will you do?

What will you achieve?



Achievements of the Week

Instructor:

This section occurs on the last class of each week.

You have survived your first week of Ignite! You have been introduced to many new skills. Hopefully, as the Six Personal Perspectives explain, you are committed to developing mastery over these new skills.

Mark your progress below:

New Skill	Started Implementing	Continuing to Master by Doing...
Declare your personal Big Why.		
Set your monetary goal.	<p>Instructor:</p> <p><i>The purpose of this section is to work on accountability and mark progress.</i></p> <p><i>Use this time to recap, encourage and congratulate the participants for what they have learned and accomplished thus far.</i></p> <p><i>Have the participants review this page and put a check mark in the columns that best describe their progress.</i></p> <p><i>This format will be in each end-of-week Ignite session.</i></p> <p><i>Remind participants to add contacts to touch campaigns.</i></p>	
Be accountable to your Big Why and monetary goal.		
Use influencing sales language.		
Build your database.		
Organize your database.		
Set up direct marketing campaigns and assign them to your contacts.		
Prospect to find potential clients.		
Uncover prospecting opportunities.		
Obtain referrals.		
How many new contacts did you add to your database?		

Enhance Your Learning

Watch on KWConnect

Instructor:

Explain the importance of these resources to “enhance” their learning. The videos, tools and books mentioned are for serious learners!

- Win a For Sale by Owner
- Social Media
- Enhance Your Campaigns with Social Media
- Cold Calling Examples

Use Tools

Prospecting Call Sheet

7th Level Open Houses

Open House Checklist

Web

Point out how important these can be to their success.

REALTOR® Magazine Personal Marketing Tool Kit

<http://realtormag.realtor.org/tool-kit/personal-marketing>

Additional KWU Training:

Customer Experience

Ignite Correction/Suggestion Log

Your Name: _____ Market Centre: _____ Date: _____

Page #	Change

Scan and email any course corrections or changes to kwuhelp@kw.com.

Or mail to:

Keller Williams University
 1221 South MoPac Expressway, Suite 400
 Austin, Texas 78746