Ann Bishop's Life Balance 11 Points

1. Hire an assistant to do paperwork so that you can concentrate on dollar productive activities. i.e. prospecting, listing, selling, and negotiating

2. Have systems in place for everything in the office that is done more than once. Ex. Front of listing and in contract folders stamped with schedule of listing and closing activities (inspection date, appraisal, survey dates, etc.) Have listing kits prepared by assistant so that they are available when you walk out the door for the appointment.

3. Have a B-Team that you can call on and will respond quickly. Ex. Painter, plumber, roofer, termite inspector, surveyor, title company closer. If you give them enough business, they will respond favorably and quickly when you call.

4. Be helpful and cordial to co-agents so they want to show and sell your listings. Do some of the work for them if you have to – order survey, home warranties, etc.., so that there are no last minute undone details at closing.

5. Do a TV ad instead of printing a monthly color magazine. TV ads can run for months with 1 hour of time invested, whereas color magazine is very labor intensive and costly. In our area the TV ad costs approximately the same as the magazine but reaches many more people with less time invested. The 1st month we ran our TV ad we got 26 listings. The second month 19 listings, etc.. Commercial run on local NBC channel.

6. Community involvement not only gives back but when done properly can promote you in your community. Ex. American Cancer Society has a Cattle Baron's Ball every 2 years – last year we supplied water bottles for every guest with our company logo and our photo on every bottle. It was held in June on a very hot night. Entire office participates in Race for the Cure, March of Dimes, etc..

7. Have a location as a getaway. We own a ¼ ownership in a condo in Santa Fe and go 6 or 7 times a year for 4-6 days at a time. Change of scenery energizes you to be more productive.

8. Make time for worship and meditation. We go to 9:00 am service instead of 11:00 am on Sundays so that we have 3 hours for a leisure brunch at home or with friends before Open House.

9. Find a hobby – photography is a quick way to express your creativity + you can utilize your photos in ad campaigns and post cards. Ex. Fall Back – Spring Forward cards.

10. Make family celebrations and children's sports activities a priority. There will be other sales, but you can't recapture special occasions.

11. Make time for friends – they can be your biggest supporters. Along that same vein, make contacts at CRS or Star Power Conferences. You may not be very popular with your co-agents in your local market, but agents you meet from other parts of the country will praise you and respect you for your productivity and success. They will be more than willing to share their system and ideas that can have been beneficial to their growth.