

Tasks That Can Be Accomplished In One Hour Or Less

Without any distractions, a trained Real Estate Virtual Assistant will be able to accomplish more in an hour than what it may take you to do the same daily tasks. Here are some examples of what can be done in approximately one hour or less:

- ✓ Create an email campaign
- ✓ Make a minimum of 12 phone calls (showing feedback, appointment setting, etc)
- ✓ Add listing details to personal and global websites
- ✓ Update listing information on websites (price changes, open houses, etc)
- ✓ Data entry of a minimum 75 contacts into your database
- ✓ Preliminary research for a CMA
- ✓ Post 3-4 blog entries
- ✓ Submit an article or press release to 5 websites
- ✓ Edit and post photos of your new listing
- ✓ Edit and update property flyers or brochures
- ✓ Research best prices for a needed service
- ✓ Request quotes from contractors
- ✓ Stuff, seal, label and stamp a bulk mailing of 50 letters
- ✓ Create (from template) Just Listed / Just Sold postcards and send to targeted area

