

TIME MANAGEMENT

Efficiently managing client interactions within limited time

Agent: Good afternoon, [Client's Name], it's [Your Name] from [Real Estate Company]. Thanks for taking the time today. I know your schedule is tight, so I'll make sure we cover everything efficiently.

Client: Hi [Your Name], I appreciate that. I do have a meeting in about 30 minutes.

Agent: Understood, we'll be concise. Let's quickly review your main priorities for your new home so we ensure we're focusing on the right listings. What are your top three must-haves?

Client: We need at least three bedrooms, a home office, and it must be within the catchment area for the local school.

Agent: Perfect, three bedrooms, a home office, and location near the school. Based on that, I've shortlisted three properties that match these criteria. I've sent the details and virtual tour links to your email. We could quickly walk through each listing online now, or would you prefer to review them in your own time and discuss later?

Client: Let's do a quick walk-through now, that should work well.

Agent: Great. [Describes first property concisely, focusing on key aspects related to the client's needs]. Shall we move to the next one, or is there anything specific you want to go over on this one?

Client: No, that's clear, let's continue.

Agent: [Describes second and third properties briefly, ensuring relevance to client's needs].

Client: The second one looks promising; I like what I see.

Agent: Fantastic, I suggest we schedule a physical viewing. I can arrange it at a time convenient for you, possibly during a lunch break or right before your workday starts to make efficient use of your time.

Client: That sounds good. Early morning would work best for me.

Agent: Excellent, I'll set that up for you. Lastly, I'll summarize our discussion and next steps in an email so you have everything in one place for quick reference.

Client: Perfect, thanks for making this straightforward, [Your Name].

Agent: You're welcome, [Client's Name]. I'll send that email shortly and confirm the viewing time. Have a great day!