

Example Workflow

Basics: All Users

Hopefully, you have completed the example **New Listing Agreement** workflow outlined in the [WorkflowTutorial.pdf](#), you can now start working on your own workflow streams.

ACTION STEPS:

1) Create a major topic list of things that you do on a regular basis which is repetitive in nature.

Example:

- Lead Generation
- New Listings
- Contact to Closings
- Etc ...

2) Pick one of topics from your list and write it on the top of a separate piece of paper. Start making a list of everything which must be completed for the selected topic. If you already have a checklist of items then use it to identify the things you need to complete. Take as much time as needed to write everything down until you can't think of anything else. (Don't rush this part of the process)

Once everything is written down, go back and decide when each item must to be completed. 5 days after the listing date, 3 days before closing, etc ... If an item has an email or message which must be sent, highlight that item to remind yourself to make a template.

3) **Repeat step 2** for each topic identified in step 1.

If you have any questions, please contact us at: support@realvolve.com

Questions?

Please direct questions and comments to support@realvolve.com.

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