

# Let's Get the Year Organized with Technology



# Needs

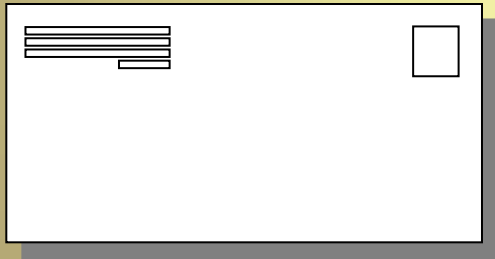
- Database
- Marketing Plan / Calendar
- Spreadsheet program
- Word processing program
- Contact Management System
- Expense Tracking System



# Database Tips

- Should contain at least 100 contacts that include minimum:

Address



Phone



Email



Then add transaction anniversary dates, birthdays, etc.

# Contact Management

**Need:** Database

## **Recommended:**

- Spreadsheet & word processor programs (FREE)
  - Manual data entry
  - Must create own documents
- Email Contact System (such as Outlook)
- Automated system (Cost for convenience)



CRS Approved

**RealtyJuggler has been awarded the Council of Residential Specialists (CRS) Quality Tested Seal**



### **Mobile Access**

- You can access your information anywhere and on any device that has a full Internet browser.
- RealtyJuggler Realtor Software runs on the Apple iPad, iPhone, and Google Android.
- Google Sync of Contact & Calendar
- Contacts and Calendar can be synchronized with Google Gmail Contacts and Google Calendar,
- Sync to/from any SmartPhone including: Google Android, Apple iPhone, iPad as well as RIM Blackberry.
- Microsoft Office Outlook Sync

Email Marketing + Social Media works.

**Guaranteed.** [Learn More »](#)



*See why our coaching and knowhow let us guarantee your success.*

**Get Started!** [»](#) **Call us at (866) 876-8464**  
Monday-Friday: 9am-7pm ET

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**\$** Pricing as low as **15** /month

[Review Pricing Plans](#)

 **Email Marketing**



Email Marketing + Social Media  
[Learn more »](#)

 **Event Marketing**



Online event registration  
[Learn more »](#)

 **Social Media**



Time to go Social  
[Learn more »](#)

 **The Playbook**



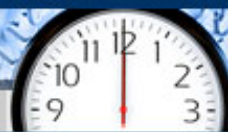
Guide for Email + Social Success  
[Learn more »](#)

WWW.SHERWOODLIKEAHOME.COM



**JOHN SHERWOOD**

TEL: 214-808-9520



Happy New Year

JANUARY 2012

HOME SWEET HOME eNewsletter

Hi Melody!



The New Year brings with it a fresh start; a chance to wipe slates clean, dial up the optimism and move forward with vigor and purpose! As we step into 2012 let's resolve to live and work each day to it's fullest, savor those special moments along the way and hold close our faith, family and friends. Every day

**Dallas/FW's Best:**



- [Barbecue](#)
- [Tex-Mex](#)
- [Steakhouse](#)
- [Top 100 Restaurants](#)

**Want More Restaurant Results?**

[Click Here](#) Review a restaurant BEFORE you go! Write Your Own Review! See What Others Think! It's FREE!.

# Tracking Expenses

**Need:** Spread sheet program

**Recommended:**

Free Spreadsheet programs

- Googledocs
- WindowsCloud
- OpenOffice.org (for PC and Mac) – fully compatible with MS Office products

MS Office Suite

- Excel

# Tracking Expenses

**Need:** Mobile Expense Tracker

**Recommended:**

Shoeboxed.com and Expensify.com

- Web based with apps for iPhone, Android phones, Blackberry, etc.
- Easy to use
- Minimal cost

# Get rid of Receipts & Business Cards



## All Receipts Welcome

Mail, scan, upload or email receipts, eReceipts & business cards for scanning and data extraction.



## On-the-Go Organization

Stay organized anywhere with a full array of Android and iOS applications.



## Integrate your Data

Export your verified data to dozens of accounting, financial and CRM tools that you already use.

# Why Shoeboxed?



## **Eliminate Paper**

Go paperless and send us documents in one of our pre-paid envelopes, through our free online and desktop uploaders, via email or with one of our free mobile apps.



## **Automated eReceipt management**

Send or forward all eReceipts from your favorite stores to your personalized Shoeboxed email address. We'll process the receipts and filter and save the coupons!



## **Painless contact management**

Your business cards are transformed into digital contact lists exportable to CRM and email marketing tools as well as your personal address book!



## **Safe and secure online data**

Your data is secured by SSL encryption (used by online banks) and is available to you anywhere you go.



## Expenses

Link a credit card  
Log hours and track mileage  
Manage your spending

## Receipts

Guaranteed eReceipts  
Mobile receipt capture apps  
Infinite storage

## Reports

Create reports instantly  
Reimburse expenses online  
Completely paper free



Dashboard

Expenses

Receipts

Reports

Analytics



Import card/bank



Create a report



Upload receipts



Invite/Add People



Install a mobile app



Customize categories

Sync with receipts,  
expenses in Evernote



# View Receipts



*quick upload: drag and drop receipts here from your computer*



## You currently have no receipts, you can...

### 1. Upload from your computer

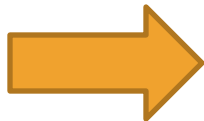
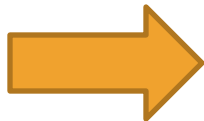
Click the upload button above and choose a receipt in any of these formats: JPEG, JPG, GIF, PNG, DOC, HTML, TXT, RTF, or PDF

### 2. Upload from your mobile

Install our [mobile app](#) for your BlackBerry, iPhone/iPad, Android or WebOS phone to add pictures of receipts directly to your account. Find the app by searching for "Expensify" in the app store.

### 3. Forward an email to [receipts@expensify.com](mailto:receipts@expensify.com)

Forward flight, hotel and any other purchase confirmations or JPEG, JPG, GIF, PNG, DOC, HTML, TXT, RTF, and PDF attachments to add those receipts to your account.



# Mileage Tracker



# Mileage Tracker (Android)



## Description

Track the maintenance, fuel mileage, business trips & expenses of your vehicle.  
An all-in-one application to track and manage your car: maintenance, fill-ups, fuel mileage, expenses, business trips

### Features:

- \* Multiple vehicles support.
- \* Support for recording fill-ups, services, expenses and trips
- \* Automatic data backup.

expenses, business trips

### Features:

- \* Multiple vehicles support.
- \* Support for recording fill-ups, services, expenses and trips
- \* Automatic data backup.

RATING:



(12,995)

UPDATED:

December 23, 2011

CURRENT VERSION:



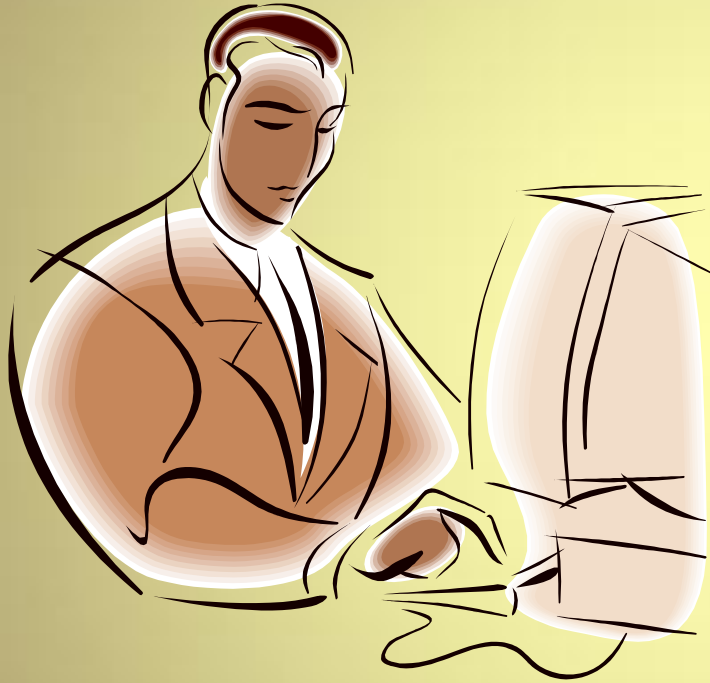
# Mileage Tracker (iPhone)

## Trip Cubby • Mileage Log for Tax Deduction or Reimbursement by App Cubby

The last thing you want when you are traveling is having to take too much time to log your mileage. With Trip Cubby trip details are entered quickly and accurately.

- reliable export
- online sync for backup,
- easy access to recent trips
- multiple drivers and vehicles
- Reports are emailed as .csv files for easy import into Excel or Numbers
- \$2.99

# Social Media



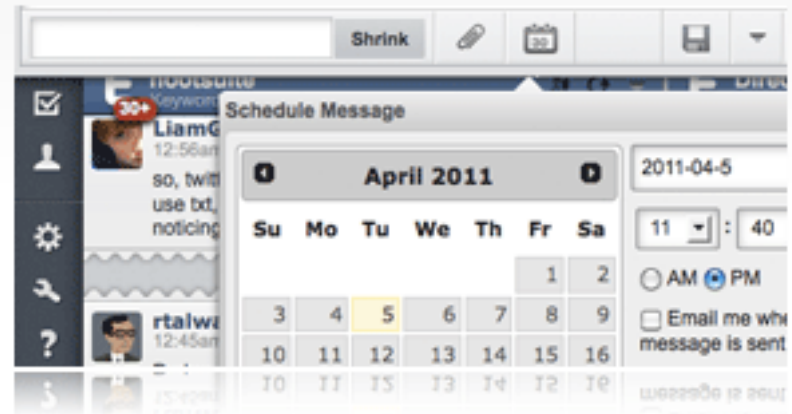
# Social Media

HootSuite.com

## Schedule Messages

Ensure your messages never get missed. Draft and schedule messages to send at a time your audience is most likely to be online. And with HootSuite Pro and Enterprise plans you can batch-schedule up to 50 unique messages at one time.

 [Larger View](#)



## Mobile Apps

HootSuite wherever you go. Get the dashboard for your iPhone/iPad, BlackBerry or Android mobile device -- free -- so you can monitor and message anywhere from airports to elevators.





Click to delete

## Hello Melody Kruse!




Here are a few things you can do that will enhance your HootSuite account.

- Add a Team Member <sup>PRO</sup> ?
- Create Analytics Report ?
- Add a Social Network ?
- Schedule a Message ?
- Create a New Tab ?
- Add an RSS Feed ?

Set up Facebook, LinkedIn, Twitter and more – then post once to distribute to all!





- Check It
- Edit Listing
- Media Manager
- Add/Edit Document Storage
- Property Panorama
- Announce My Listing**
- Add/Edit Open House/MLS Tours
- Print Preview
- Change Status/Price
- Centralized Showing Service
- Add/Edit ZipForms
- Copy Listing
- Assign KeyBox
- Delete Incomplete



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**Social Media Training Center**


Join us for FREE Social Media webinars taught by some of the best coaches in the Real Estate industry.



Get the most out of your account!  
Upcoming Training

Welcome Melody Kruse!

[Edit My Info](#) | [Site Orientation](#)  
Your AnnounceMyListing User ID is: 22348



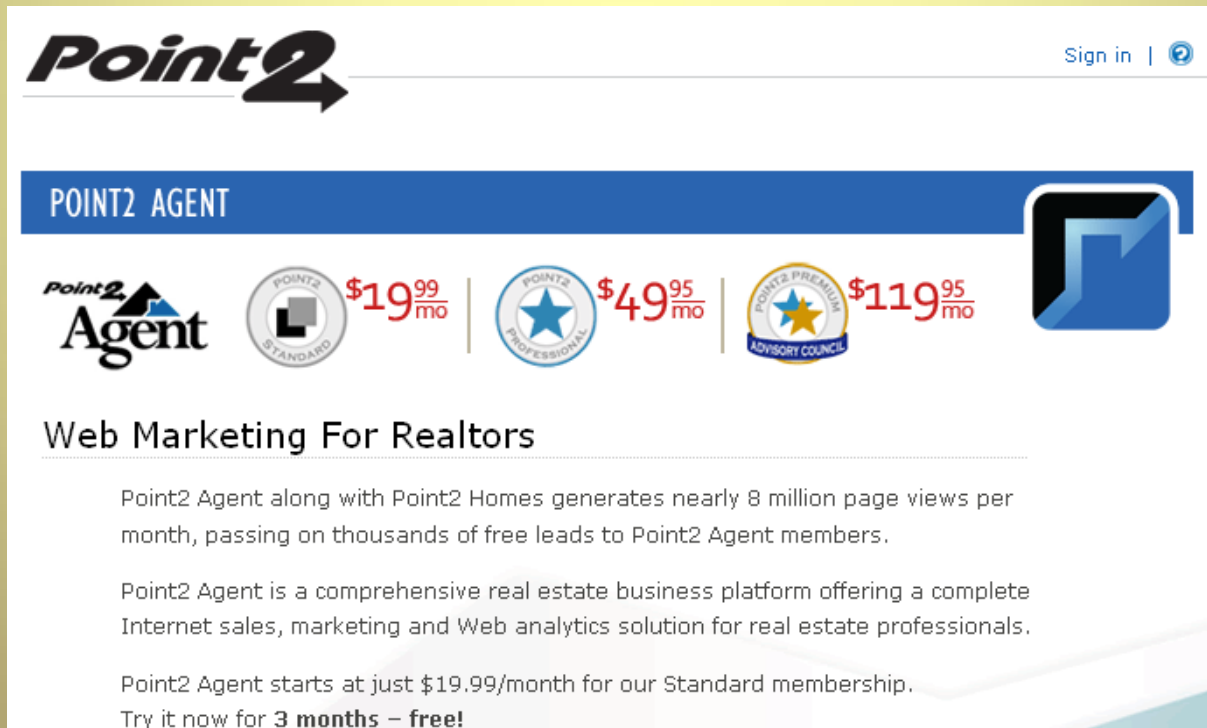
0:00 / 3:29

You do not have any incomplete announcements at this time that were created using the North Texas Real Estate Information Systems, Inc partner program.

[View my completed Announcements](#)

# Point2 Agent

- NTREIS automatically syndicates to Point2 sites
- Agent can upgrade to have more control, access reports, etc.



The screenshot shows the Point2 Agent website interface. At the top left is the Point2 logo, and at the top right is a "Sign in" link with a help icon. Below the navigation bar is a blue header with the text "POINT2 AGENT" and a blue square icon with a white arrow. The main content area features three membership options, each with a circular icon and a price:

| Membership Level                      | Price                   |
|---------------------------------------|-------------------------|
| Point2 Agent Standard                 | \$19 <sup>99</sup> /mo  |
| Point2 Agent Professional             | \$49 <sup>95</sup> /mo  |
| Point2 Agent Premium Advisory Council | \$119 <sup>95</sup> /mo |

Below the membership options is a section titled "Web Marketing For Realtors" with a dotted line separator. The text in this section reads:

Point2 Agent along with Point2 Homes generates nearly 8 million page views per month, passing on thousands of free leads to Point2 Agent members.

Point2 Agent is a comprehensive real estate business platform offering a complete Internet sales, marketing and Web analytics solution for real estate professionals.

Point2 Agent starts at just \$19.99/month for our Standard membership. Try it now for **3 months – free!**

# Tips

- Start with a PLAN
- Gather contact Info
- Prepare in advance
  - Marketing material should be ready 4 weeks ahead of projected receipt (mail or email)
  - Use system with built-in reminders
- Schedule 12 months in advance
  - Use system that allows set up and auto send

# Keep Motivated

99% of the failures  
come from people in the  
habit of making excuses.

– George Washington Carver