

7. Achieve Email Inbox Zero

Link: <https://www.fastcompany.com/40507663/the-7-step-guide-to-achieving-inbox-zero-and-staying-there-in-2018>

8. Build Out Your Social Media Profiles

Google yourself in many ways using different keywords.

Updates: fantastic headshot, a short bio, and links to your website.

Facebook Page
Realtor
LinkedIn
Instagram

9. Trick Out Your Zillow Premier Agent Profile

Spend some time getting your real estate bio just right, get your headshot in there, make sure to claim all your past sales, add some video, and of course, get some fantastic reviews.

Link: <https://www.zillow.com/agent-resources/training/attract-leads-with-agent-profile/build-competitive-profile/>

10. Schedule Your Social Media A Month In Advance

Not sure exactly what to post? Here are some ideas:

- Take a picture of your workspace and say something about your projects for the day
- Share your favorite afternoon snack (with a picture of course!)
- Share a quote that inspires you
- Share some home projects that can be done in a day
- Share a list of larger home renovations that can up a property's resale value
- Go live to discuss the best part of your day
- Share your best advice for people looking for things to do with kids at home

Social Media scheduling apps:

- <https://buffer.com>
- <https://hootsuite.com>