PUT THE FOUR STEPS TO WORK

Your next prospecting block

Complete this before your next prospecting block. Keep your contact list beside it; start with the first person you'll contact.

- [ ] My first contact, reason, and contact details are ready.
- [ ] Each outreach outcome has a next move or stop rule.
- [ ] The refill count, owner, and preparation time are set.
- [ ] A recurring obstacle has a fix, and prospecting has a time slot.

01 Prepare the list

First contact / role, reason to talk, and checked contact details

List location

Block date / time

02 Decide what comes next

If no reply: next channel / date; stop or review condition

If a meeting is agreed

If they say no

03 Refill the list

Target list size - still active = people to prepare

Who prepares them?

Ready before next block

04 Clear what's in the way

Recurring obstacle; specific fix or request for help

Who will fix it?

Fix by / protected time

Fill in digitally or print. Check each box when that part is ready.