





Get Organized and
Take Back Your Life!
A Complete Organizational System
for Direct Sales Professionals

**Module #2, Video #2
Your Follow Up System**

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My Follow Up Philosophy



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Week #1	Week #2	Week #3
Leave a message	Leave a message	Leave a message
"It was great to meet you! Looking forward to talking with you soon."	"I'm sure you're busy so I'll give you a call back next week if I haven't heard from you."	"My follow up philosophy is to keep following up until you tell me to stop"


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Key Questions About Your Follow-Up System

- * Will you (or are you currently) utilize (or utilizing) the system you've chosen?
- * Is it user friendly and does it fit into your life and the way you do business?
- * Is it reliable?


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The Index Card System



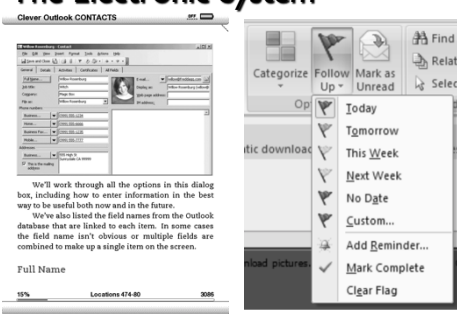
5

The Paper Calendar System



6

The Electronic System



We'll work through all the options in this dialog box, including how to enter information in the best way to be useful both now and in the future.

We've also listed the field names from the Outlook database that are linked to each item. In some cases the field name isn't obvious or multiple fields are combined to make up a single item on the screen.

Full Name

15% Location 474.80 2006

- Find
- Relat
- Select
- Mark as Unread
- Follow Up
- Categorize
- Op
- Today
- Tomorrow
- This Week
- Next Week
- No Date
- Custom...
- Add Reminder...
- Mark Complete
- Clear Flag

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