



Biz Hack #3 Who To Contact?

You've just got your qualification. You've decided on a business name and now have insurance. You're a spanky new member of your chosen industry association. Are you now finding yourself sitting around, twiddling your thumbs, waiting for the clients to bang down your door? Questioning yourself on what's next?

Perhaps its time to find yourself some clients. Right?

I would argue that if you have been networking well whilst you studied, you will already have willing friends and family ready and primed to pimp your new and amazing services to the world. There is a couple of really big-ticket items I suggest to all of my coaching clients, before you get yourself super busy.

Firstly, create and maintain systems for your business that mean you invent each process once. Ensure your systems don't make you do all the running around. Don't waste your time recreating the process every single time.

I always advocate that you know how to quickly liaise within your network and your clients - without wasting time searching for their contact details.

I found the easiest way was to ensure that all my electronic devices automatically sync with each other. Why? Because this will mean that you only do data entry once but can access regardless of the device you are using.

For example, every client, prospective or otherwise, is requested to provide me their contact details – first and surname and a contact number. I prefer mobile phone number because my online scheduling program will send reminders to these contact details.

Secondly, I request email addresses so that I can send appointment confirmation emails, client history forms and provide details via optional newsletter signup.

Thirdly I created 'groups' for my contacts in my phone. Why? Because when I sync, any new clients or network contacts are automatically saved into my email 'contacts' list when I perform a sync between devices.

When I purchased my latest smart phone, I invested in a docking station which charges my phone as well as syncing data between devices. This is an automated process which again saves me time. And when you're a bit of a technotard figuring out steps takes value time.

When you save someone's details into your phone, you can personalise your greeting when answering the phone. Customers love any personalised reference that they are valued and important in your business.

The other thing, if it's been a while since you've seen a client, it's a nice that you can remember them when you greet them, or they forget to include their contact details when sending you a text.

There's nothing more frustrating than someone sending you a text requesting a service and it simply says, "can I please organise an appointment for x, thanks Nicole!!!" Um which Nicole?

The bonus of syncing your devices means, that your data is always backed up. So if you drop a device, or lose it, you haven't lost your valuable contacts.

Most devices these days have universal plug in cords which allow for both charging or data transfer. Just make sure you connect and sync on a regular basis! I sync weekly which also updates my email.

Within my email and phone, I have automated the groups I save contacts into. This means there is a seamless transition between devices for where data is saved. It also supports my virtual assistant to locate details should she need to support me remotely.



Need some help and not sure where to help?

Grab yourself a **#bizbuddy**, mentor, virtual assistant and/or business coach to kick start your learning and fast track laying the proper foundations to living your dream life and dream job!

My soul purpose is to support people to 'bloom from within'. How they decide to do that is up to them, I'm just the CHANGE FACILITATOR!

Want to get to know my vibe? Follow me on Facebook - <https://www.facebook.com/changechick/>

Want to book a chat visit www.karenhumphries.net.au/bookings