



One-on-One Discussion Points

Name:
Company:
Phone/Fax/E-mail Information:

Date:

Contact Sphere Relationships

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Prospects/Hot List

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Things to look for

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Phrases to listen for

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Conversation Starters

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Examples of Referrals that work well for me

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IF THE RESPONSE DRAWS INTEREST FROM THE PERSON YOU ARE SPEAKING WITH, ASK "Would you like to be introduced to someone who is an expert in this field?" " . . . who can help you?"

Can you help me by

Examples of Referrals that DON'T work well for me

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- Introducing me to a _____
- Making a call to someone on my prospect list and asking them how they handle their _____
- Giving a call to a close business contact from the Contact Sphere or Prospect List and asking him/her to take my call.
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