

Reminder -

All recordings and notes get posted on your private site

<https://quantumleapcrew.com/>

You have your own userid/pw for this

Grab any back ones you need as well

Action Plan

- DO IT

Visit FB Page daily - WEEKLY at a minimum

innercircleaccess.com - FB private page

Drew Hunthausen

New hire- access these only as long as you are employed by Drew

Create an account for M2M

<http://messagetomillionsmastermind.com/m2m2018/checkout/?level=14>

Request Access quantumleapcrew.com - notes and replays

Independent contractor

\$11/hour - biweekly - 10 hours a week

2 out of 5 days - 2 hours a day

Structure - Hours/Days she intends

Skype Daily log in - for access to help and questions

joint Skype between here - Chelsea/Tony/Gina

M - 9-11am T - 3-5pm

Login and out of Skype for each shift

Scripts

Calling for speaking gigs - colleges/churches

Calling for TV

End of July - 1st week of July start calling TV stations in the area - SD
Send an email with the segment proposal

Speaker bookings in general

You need to get in front of them 1 of 2 ways

1. Directly - go to a sunday service and ask to meet the person who books speakers for the congregation
2. Send tweet directly to their handle

Google spreadsheet - Social media - direct reach out

Promote heavily via social media to churches and colleges

Create a spreadsheet of twitter accounts

Tweet your FB live appearances at 11am
repeat for colleges

Tweet your past FB live episodes to churches and colleges

You need to get in front of them 1 of 3 ways

1. Directly - go to a sunday service and ask to meet the person who books speakers for the congregation
2. Send tweet directly to their handle
3. Postcard and Phone followup

Create the tweet

Send direct to each

Watch @DrewHunthausen the #NoExcuses #Blind

#motivationalspeaker Friday at 11am for next episode of NoExcuses BlindGuy on #FaceBookLive - LINK
www.BookDrew.com for your next event Retweet

Watch @DrewHunthausen the #NoExcuses #Blind Guy #motivationalspeaker in this episode (title of episode) - LINK to YT video
www.BookDrew.com for your next event Retweet

FB

Direct Message -

Repeat for LinkedIn

<https://www.linkedin.com/groups/141922/profile>

Staff Transitioning

1. Chelsea has to list out separately all she does - because she does the job of 10 people - a very capable person can handle anything - and all tasks - but very capable people are expensive

2. Standard Operating Procedure Manual

Then Chelsea has to document EVERYTHING she does - task by task - so someone else can do it

IF you are going low cost VA, student, intern - they need to be taught EVERYTHING - they are low cost for a reason

3. Prioritize what you need because Chelsea is 10 people in one - and that is rare

Virtual Assistants - can't call out for you - they can do research and setup the call sheets - but this is rarely successful unless they are in the USA

Executive Assistant -

4. Set measurements so you know if someone is doing their job

ie. Social media - # of posts per platform

Google Doc - brings structure to VA relationships

Date Staff # Calls made #churches #Colleges #speaking #TV
#emailsout #bookings

Daily -

#calls made per week

#speaking gigs booked

#telesummit/podcasts booked

Would like my sister to go over with you what she is doing in terms of e-mails, phone calls and follow up to pin point the gaps for her and transferring some of it to a new person.

- YOU MUST DOCUMENT _ in order to transfer a job successfully there must be a manual - I will show you an example from mine - I created the steps on how to do my social media - and then handed it to another person so it was done properly

Want to get clarity on this as what parts I could be helping with as well.

1. Chelsea

phone follow up

Script it well

FAQs

Calling Churches

Colleges

Calling TV Stations

It has USA based - California

email follow up -

email address for them - we can setup

all of you getting the communications - we can setup

- Emails and where they go

When new staff is on board - you do a full check out on each item

1. SOP

2. Review by you

3. Measurements put in place

Add - TimeTracking

GoogleDocs - measure and have a status update

Invoice - formal - write off

Log in on skype

8 hours

Shift starting -

End of shift -

- you must reply within 15 minutes of a post

How's it going?

Do you need any guidance today?

Goal today is 10 calls to churches - Google docs to handle the lists

College people - good voice, organized - lean towards a woman
Intern -

- training - update to a google doc - meet drew

Linkedin -

Fiverr - USA based -

<http://www.internships.com/employer/resources/recruit>

Post on various FB groups you are connected to

NACA - 10 minutes -

The Ultimate College Success Formula

- Employ effective strategies to map a successful plan to create a successful year

Educate on this one

Success Strategies for a Great Year

3 things - within these - integrate Drew story

1. Set the term goal - do well in school this term, make varsity soccer - and then you will put together steps to make this a reality

Drew TID BIT /story

2.

3.

Strong close -

Mary Stevenson

1. **Need guide for new LP - 1 hour**

<http://remoteanimalhealer.com>

want this to go LIVE

SET POLICY - every month the books are done

Quick Books - Income/Expense Statement

GST In / Paid - take a photo send to her

GST File quarterly

US Tax Filing - \$ 1500

2. **Need a jot form survey for your discovery call**

Sample -

domain.com > **jot form - questionnaire/schedule a call**

GifffromTracy.com **like this**

3. **Leverage the article you had on you**

**Contact TV stations - tell them there was a great article about
Pet Healing you were profiled in - you want to do a segment**

on

How to Keep Your Pet Safe this Summer

Follow my template format and send me the segment - and then call the local TV stations. They are great, I've been on all of them.

Once you have the segment layout - I'll help you with what to say on your call and email.

> Send an email follow up.

Do a Facebook Live - CREATE CONTROVERSY

Call the Segment - Pet Animal Healer and Communicator - Do You Believe?

Then talk about what it is, do some FAQs you get, answer any questions you can live and get it out there.

**4. Google -
call for speakers edmonton alberta
animal conferences
speaker calls 2018 alberta**

<https://www.petsit.com/psw-speakers>

You need to pick 1 FB community that is pet related and be active in it DAILY

Go to expert in a community -

You need to do 1 FB live a week and GET SEEN

How did newspaper find you - SEO from your site !!

Find animal and pet magazines and submit articles - keep doing until they include you or respond

<https://www.discountmags.com/magazines/animals-and-pets>

- pick the horse magazines

Structure your time

Precious Wilson

Book Launch - LEVERAGE IT

Social Media

- learn from this Thescienceofsocialmedia.com

- build list - social media will help you do this
send people from social media - MEME,

FB posts - LP - start talking about the guide - in
FAQ

LINKEDIN - Beef it up

Top 7 things you have done

1. Richard

2. Michael Jewel of the Nile

3. Platinum recording ... with group Eruption for
Song name

4. Gold and silver for song names

5.

6.

7.

**Precious Wilson (logo)
Platinum Award Winning Singer and Vocal Coach**

That logo - on your vocal touch site

**I help Helping Aspiring Singers
to create a Path to your success in the music
industry
so benefit 1 ben 2 ben 3**

so you can reach your full potential
book bigger and better stages and
finally start to profit from your passion

by creating a Path to your success in the music industry,

so you can reach your full potential, stage performance,
and finally start to profit from your passion

Helping Aspiring Singers to rise into their Passion, Power
and Purpose, by creating a Path to your success in the
music industry, so you can reach your full potential for your
voice, stage performance, and finally start to profit from
your passion