

**Prospect Scheduling Templates**

### **Template for first e-mail invite to schedule Activation Call:**

### Subject: Scheduling a Time to Connect

### Hi <NAME>,

This is <COACH NAME AND TITLE>.  I'd love to schedule our time to connect for your Intuition Activation Call!

In our private, 60-minute complimentary call, we'll get clear on what you want in your work, what's been standing in your way of creating what you want for yourself, and how one of the <BUSINESS NAME> programs can help you get there.

I am excited to support you in getting clear on where you're meant to go next, and to create a powerful and insightful experience for you in our call.

<EITHER>:

Here are some available times I have for us to connect:

* DAY AND TIME 1
* DAY AND TIME 2

Please let me know if one of those works for you and we can go ahead and confirm it.

<OR>:

Here is a link to my TimeTrade calendar where you can see my availability and book a time directly: <INSERT SCHEDULING LINK>

<OPTIONALif in a very busy campaign and you want to bring urgency to scheduling>:

Please note that we have had a very high volume of applications. I am so pleased to be able to offer you a spot and very much looking forward to connecting, yet I do need to hear back from you within 24 hours or else I need to release the dates I offered you above.

I'm looking forward to connecting with you!

my best!

<COACH NAME and SIGNATURE>

**Template for f/u email if no response to first (sent 2 days after first):**

Subject: Reminder to Schedule and Activation Call

Hi <NAME>,

I wanted to follow up with you to schedule your Intuition Activation Call.  I hadn’t heard back from you, and I know life can get busy, so here’s a reminder!

During the call, we'll get really clear on what you want for your soul-centered project, what's been standing in your way and how a <BUSINESS NAME> program can support you at a deep, deep level for growth and upleveling.

<EITHER>:

Here are some times I still have available for us to connect:

* DAY AND TIME 1
* DAY AND TIME 2

Please let me know if one of those works for you and we can go ahead and confirm it. If not, let me know some others that work for your schedule, and I’ll do my best to accommodate you.

<OR>:

Here is a link to my TimeTrade calendar where you can see my availability and book a time directly: <INSERT SCHEDULING LINK>

I am really looking forward to hearing from you!

All my best,

<COACH NAME and SIGNATURE>

**Template for when someone is a no-show to an Activation Call:**

1. Call and leave voice mail first

2. Then, send an email as below.

Subject: Just checking in

Hi <NAME>,

I wanted to reach out to you about our Intuition Activation Call today at <TIME> as I wasn't able to reach you. Is everything ok? I know I heard from you on <DAY>, so I hope nothing happened to keep you from our call together.

Please reach out to let me know how you are. I’d love to reschedule a time with you so we can connect and help you move forward with your soul-centered work.

<COACH NAME and SIGNATURE>

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