

MANAGING CONVERSATIONS

EIGHT COMPONENTS OF MANAGING YOUR CONVERSATIONS

Short and sweet – there are eight components to powerfully managing a conversation:

1. The **Date** of the conversation
2. The **Name** of the person
3. The name of the **company or organization**, if applicable
4. Their **Contact Information** – phone number and email;
5. **Notes** from the conversation
6. The **Results** produced in the conversation
7. The **Next Step** to move the conversation forward
8. The **Next Contact Date**

Benefits:

1. You have a track record of the number of conversations you are having – are you talking to enough people to produce the results you intend to produce?
2. You have a concise method of being sure you follow through! The Next Step and the next contact date give you what to put in your calendar, so you don't drop the ball.
3. You have a history of your conversations – just think, you could look back a year from now and see who you were talking to, what you were talking about, and what results you were producing!
4. And last but certainly not least, you have the Results you have produced! Acknowledgement of the results we produce is a vital part of remaining powerfully in action. Without acknowledgement, we tend to go down the path of invalidation. So add the daily practice of acknowledging the results you have produced!

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