

“Send me some information.”

“Sure, I can do that but first what information would you like and second when can we schedule 15 minutes to go over that information.. so you can decide if it makes sense to take next steps.”

1) hold clients accountable for what they are telling you without being rude;

2) gauge interest;

3) maintain urgency;

4) re-engage when someone goes dark.

Subject: please confirm?

[name],

Thanks for your time and insight today. Below is a summary of what I understand from our conversation.

Please review it and reply to confirm it's accurate... and if I missed anything.

Current situation:

Business priorities:

Priorities when making this decision:

Timeline/Process:

Next steps:

Best,

[your name]