

The Key To The Power Of Five

1. Write down five things each day you can do to build your business
2. Use the Free Template to write down the Five Things
3. Mark off on the Template what you have completed
4. Access the Free Key To The Power Of Five Template at <http://www.NQTraining.com>

The Power of the Thank You Card

- ✓ A Thankyou Card sent to your customers shows that you value them
- ✓ Always ask for feedback on the Sales Process (every customers loves to share their experiences)
- ✓ Ask the Customer to provide a referral and make it easy for them to give you one. Every customer wants to help you and knows at least another 10 people.



Weekly Tasks to Remember

- ✓ If you have placed business cards or flyers at other similar businesses make sure you visit the business each week to see how many cards or flyers have been removed and to restock.
- ✓ Test and Measure all of your marketing strategies. Review how successful each week your activities are.
- ✓ Have Your Staff do at least 2hrs of training each week, on your products and services, sales, dealing with customers networking etc
- ✓ Undertake each week a brainstorming session with your staff on the five daily activities they will do to build your business. Give each of them our template.
- ✓ Create an organizational lists of whose contacting which potential clients and ensure there is no overlap
- ✓ Create an organization wide list of enquiries and ensure every call has been followed up
- ✓ Ensure you undertake 5 new cold calls each week to build your business.

50 Things You Can Do Each Week To Build Your Business

1. Develop a Thank You Card to Send Out After a Sale
2. Develop a video for Youtube on your business
3. Develop a self-help video for your customers on Youtube
4. Develop a Cheat Sheet on how to use one of your products
5. Write a Form Letter Template for Quotes
6. Develop a new advert for the paper
7. Create a Voucher for people to get something Free
8. Write a Free booklet to Give Away
9. Develop an easy to use Referrals System
10. Create a New Poster to put up on one of your products
11. Create a Sales PowerPoint Presentation to play in your office
12. Give a Talk to A Community Group About Your Products and Services
13. Sponsor an Event
14. Re-Arrange Your Shop Space to make it easier to see your products
15. Go to a Networking Event
16. Join the local Chamber of Commerce (Townsville Chamber of Commerce <http://www.tvl-chamber.com.au>)
17. Run a Cocktail Party for a new Product or Service you are launching
18. Write an Article and Submit it to Article Submission Websites
19. Develop a Case Study on your clients success in using your company
20. Create a Mailing List
21. Create a Website
22. Sell your products and services online
23. Have a Page on Your Website Where People Can Join Your Mailing List
24. Create a Postcard you can send out to potential clients
25. Create a Brochure to put into peoples letter boxes
26. Send a with compliments card after a Networking Event
27. Run a competition to give something away and ask if people want to join your mailing list
28. Put signs on your vehicle
29. Place business cards at other like businesses
30. Create a seminar with other like businesses to help your clients
31. Put up posters at complimentary businesses
32. Always Carry Business Cards even during non-working hours
33. Create a Uniform for your staff and have your logo on your shirt
34. Use Online Classifieds Sites to sell your products and services
35. Create a Twitter account on what's happening in your business
36. Create a Facebook or Myspace account to network with potential clients
37. Run Every Weekly a 2 hr Training Courses for your staff
38. Ring your existing clients and ask for referrals
39. Send out a brochure or catalog to your existing clients
40. Employ a business coach to help you come up with new ideas
41. Use an A-Frame out the front of your business to advertise daily specials
42. Put your weekly specials on the back side of your Invoices
43. Include your web address on all communication and marketing material
44. Use ebay to get rid of cheap stock that isn't selling
45. Package products into packs and sell them to your clients as a package
46. Create a Calendar with the events you will be holding during the year
47. Buy a mailing list from a corporate seller
48. Ask a local supermarket if you can put your brochures in their shopping bags
49. Develop three up-sells in your sales process
50. Create a blog to share information on your products and services