



The Power Hour Welcome Letter

Congratulations on your decision to conquer the biggest challenge in business today – TIME MANAGEMENT! In this package, you will learn how to build your business in just one hour a day! This all-inclusive system includes everything you will need to maximize your time and move your business forward!

Step 1: MP3 Audio Training – Listen as Belinda outlines how to allocate one hour of each day and divide it into four 15-minute segments. You will learn how to discipline yourself during each time increment to work only on the topic at hand, no matter what. This system will literally change the way you do business!

Step 2: Power Hour Folders/Labels – Simply affix the appropriate labels to the color-coded folders, which can be used with your existing, home filing system. You can also keep all of the materials in this folder – which works perfectly for a traveling system to take to work, while out running errands, or whenever you have a moment to make calls or need to access your records. Extra labels have been included for your convenience.

Step 3: Printable Worksheets – These functional worksheets provide an ongoing list of people to call and all of your contact information will be in one place – readily accessible when needed. Simply transfer the names and numbers to the daily list on the right hand side of your folder.

Step 4: Printable Daily Lists of “Things to Do” – As you glance at the worksheet on the left-hand side of each folder, you will be prompted to pull the appropriate name to add to the daily list of people to call (or task to accomplish). As you complete your calls & tasks, you will be adding new names/tasks to your list of things to do.

Step 5: Customer Information Sheet – A great way to gather information from your guests at your shows, and to generate interest in your business. For helpful tips on how to use, please see instruction sheet.

Step 6: Customer Care Card – This tried-and-true system still works effectively, and gives a hands-on approach to follow-up with your customers.

Incorporate this “Power Hour” system into your business and you will see dramatic results immediately!