



Getting Started Resources (referenced in the homework for the “Introduction” module)

Recommended reading: Want a complete crash course in talking about “what you do,” as effectively as you can, so you can sign up clients on the spot? Click here to read [The Networking Superstar Blueprint](#).

Recommended Payment Options:

I recommend having a method of accepting electronic payment.

You can get set up on [Paypal](#), and they allow you to [send invoices](#), as well as [receive subscription \(recurring\) payments](#).

[Square](#) is another option which can allow you to accept electronic payments in person, by attaching a card reader to your smart phone. This is great if you have an in-person office where you see clients, or want to take payment when you are at events, like conferences or workshops.

Email Recommendations:

If you do not have a professional-looking email address already, do this asap.

If you have a website URL, you can have a web designer or tech-savvy person in your life (including you!) get you set up on an email with the .com of your website.

For example, if you had the website janesmith.com, you could get the email set up: jane@janesmith.com

Or, if you had the website: businesscoachportland.com, you could get the email set up: danielle@businesscoachportland.com

If you don't have a website yet, you can do this using a gmail account, with no numbers. See what you can find. Perhaps you include your middle name or another word that alludes more directly to your business.

daniellelouiseross@gmail.com

or

daniellecoachescreatives@gmail.com

What you are wanting to move away with is unprofessional-looking email addresses, like:

sallylala1983@gmail.com



businesscoachjoe33593@gmail.com

See and feel the difference?

Recommended Voice Mail Options:

If you are directing clients and friends to the same phone line, make sure your personal voice mail message sounds professional. Your friends won't mind if you sound more professional, but your potential clients and colleagues will, and they will likely appreciate it!

If you would like a separate business line, without having to pay extra, I recommend [Google Voice](#).

[Google Voice](#) is a free service by Google that gives you a separate number that will run through a phone line you already have. But two of the many perks of having a Google Voice line is that you will 1) Create a separate Voice Message for people who call you with your Google Voice number and 2) Google will also text you a transcription of a message that comes through your Google Voice (business) line.

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Recap:

Having a method to collect payment, a professional-looking email address, and a professional voice mail, is a great way to practically and energetically “**Set the Table**” for your new clients.

These three elements also make a valuable first impression and create **a state of readiness** for you to attract and enroll new clients. Woohoo!

Xoxoxo,

-Danielle