



Corporate Efficiency Organizing

CEO Systems is established on the principle that all physical clutter and mental chaos can be eliminated with the proper organizational system in place. CEO Systems develops a personalized organizational solution for you that is based upon your individual needs and work habits.

## We Offer Proven Strategies:

When papers are in piles, opportunities can be missed and important documents misplaced. Eliminate frustrating paper stacks so you can function more efficiently.

Written procedures will push aside the mental clutter and enable more focused attention on all your daily business tasks. We help you develop and implement dynamic systems of day to day operation.

**Increase Efficiency  
& Lower Stress**

[www.ceosystems.net](http://www.ceosystems.net)

## A System for Business Leads

### 1. Sort business cards into three piles:

- a. "No" - definitely not going to contact.
- b. "Someday Maybe" contact.
- c. "Leads" - businesses you will contact.

### 2. Throw away the definite "No's".

### 3. Rubberband the "Someday Maybe" pile & mark the stack w/ the show name & date.

- a. Put the stack in a business card box, filing to the front. The cards are then stored in chronological order, allowing you to easily access them.

### 4. Implement a lead follow-up system:

- a. Call lead. If you leave message, write LM & date on card and put in stack to follow up in 3 days.
- b. 3 days later, send an e-mail to the "LM" stack, make note on card & put in new stack.
- c. 5 days later, make 1 more phone call. If you leave a message, note "LM" on business card & put in a new stack.
- d. Input their contact info into your database for future mailings or email newsletter.
- e. Decide next step that best fits you – perhaps put in the "someday maybe" box.

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