



Escape Cell Phone Hell

5 Steps to Running a Thriving Business Without Your Cell Phone Running You

STEP 2: Whose Call Should You Take & When?

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Action Step #1:

Get an assistant if you don't have one.

Action Step #2:

Once you do have an assistant, put together the new plan of how the calls and correspondence you're receiving can be part of their job description and should be handled and routed. Those calls need to be filtered by them. Nothing should be received by you unfiltered.

Action Step #3:

If you don't have one, set up an online calendar where people can book a short call to talk to you directly during the times when you return calls.

Acuity Scheduling is the one I love after testing many. It works great with google calendar.

Add this link to your online calendar to your website and/or route people to it in your voicemail message if it's appropriate. (Particularly if your assistant isn't fielding incoming calls during regular business hours for you.)

Action Step #4:

Figure out how to structure your schedule so that you have time as it's appropriate for you in chunks to have these appointments and respond to email in ways that don't interrupt your productivity.

Questions?

Want help implementing this process for your unique situation?

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