## You have clients!! What's next?

Now you need to learn how to provide "rockstar follow-up" so you keep the clients you worked so hard to get!

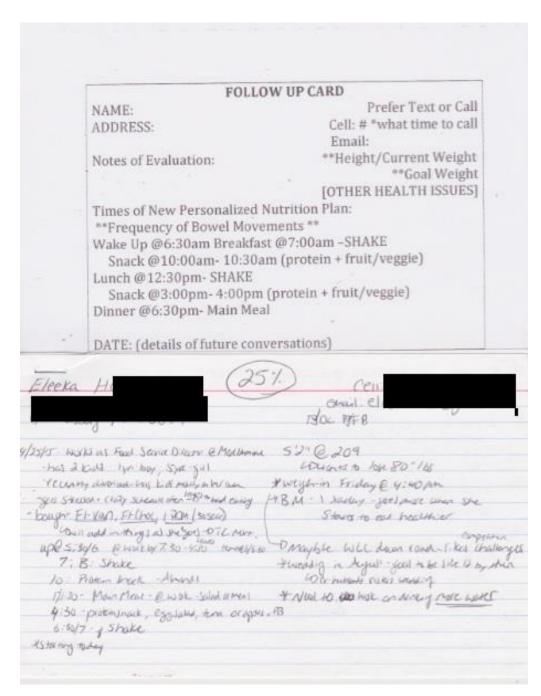
Here is how you can get organized with how to follow up with your clients! This is called the "Tickler File" and there are two different ways you can set it up (either a binder or a card box). Ask your mentor to show you their method.

## Supplies you need:

- -5x8 index cards
- -5.5x8.5 1 inch binder OR (not both) a 5x8 card box
- -31 Sheet protectors for your cards to fit into if you are using the binder



FIII out a card for every client you have using the template below:



Label

your sheet protectors in the top right corner 1-31 (the days in the month). You will then put the client's card in the day that you need to follow up with them. For instance-if my client Amy started on April 3rd and I want to follow up with Amy on day 3 then I would put Amy's card in the sheet protector with 6 on it so on April 6th I can open my binder and see her card.