

My Phone Outline

Use the space below to create your personal phone outline and talking points

GREETING

TRANSITION *(mention why you called)*

ASK FOR APPOINTMENT *(to present your ministry and invite them to become a financial partner)*

CLOSE *(details, directions, date, time, location or permission for future contact)*

REMEMBER:

- Relax . . .
- Smile . . .
- Slow down . . .

For more help on phoning and skills, please refer to
Chapter 10 of *Funding Your Ministry, 3rd Edition*