

# Sample Cold Calling Action Grid

When cold calling, it's unlikely you'll score yourself a job out of the first call you make. You're probably going to be making a lot of calls.

It really helps to keep track of everyone you speak to and the things they ask you to do. It's also good to keep track of any advice or suggestions you get from the people you speak to.

One way to keep track is to maintain an "action grid" that you fill in with all of the information you find out and all of the steps you need to take.

On the next page you'll find an example of an action grid you can use to keep track of your cold calls. Feel free to delete the sample information included and start filling it up with your own information.

Good luck, and happy cold calling!

Occupational Health & Safety Regulations and practices

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date & Time | I spoke to | They work at  | They said | I need to | I did it on |
| 12 May, 10am | Peter Zamaneitis | Henry's Hammocks, 5 Belgrave St, Preston. Ph: XXXX XXXX | There might be a casual job on the weekends!Claire does the hiring - she works Wed-Fri | Call Claire Next Wednesday | Wed 14 May |
| 14 May, 11am | Claire Fiorucci | Henry's Hammocks | Send my resume & a cover letter to hhammocks@ hammockmail.au | - Polish up my resume- Write a cover letter- Email it!  | - Resume: 14 May |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |