

Daily Routine

Your recruiting system, start to finish, on one page. Keep it by your monitor.

ADD A NEW PROSPECT

ABOUT 10 MINUTES

- 1 Find a name**
Open Inoreader and scan the headlines. Open a story worth a look, then copy the leader's name and company.
- 2 Research them**
Paste the name into the **Research Engine**. Wait about a minute. Read the three hooks and pick the one that sounds like you.
- 3 Claim them**
In the Vistage portal, search the name and claim them — before another chair reading the same news gets there first.
- 4 Draft the cadence**
Copy the `CADENCE DRAFTER INPUT` line from the Research Engine. Paste it into the **Cadence Drafter**, set the start date to today, press Enter.
- 5 Fill your Outreach Tracker**
Copy the `IMPORT ROW`. Go to the Outreach Tracker tab, first empty row, column A, and paste. All 15 columns fill at once.
- 6 Fill your Today tab**
Copy the `TODAY LIST` — all 8 lines. Go to the Today tab, first empty row, column A, and paste.
- 7 Load the three emails**
Copy each email in turn. In Gmail, Compose, paste the address, subject, and body, then close it — each saves as a draft, ready for its day.
- 8 Send Step 1**
Copy the Step 1 LinkedIn message, paste it into the connection request, and send. Done — everything else is already scheduled.

WORK YOUR DAY

EVERY MORNING

- Open the **Today tab** and sort by the **When** column. The rows dated today are your whole day.
- Each row carries everything you need: **Who** · **What** · **Why** (your hook) · **Phone** · **Message**.
- **Calls**: dial the number. No answer — leave the Message, that's your voicemail. **Emails**: the draft is already in Gmail, so open it and send.
- No checkboxes. The list runs on dates — today's rows today, tomorrow's tomorrow.
- When a prospect replies, yes or no: strike their remaining Today rows, and note the outcome in the Outreach Tracker.