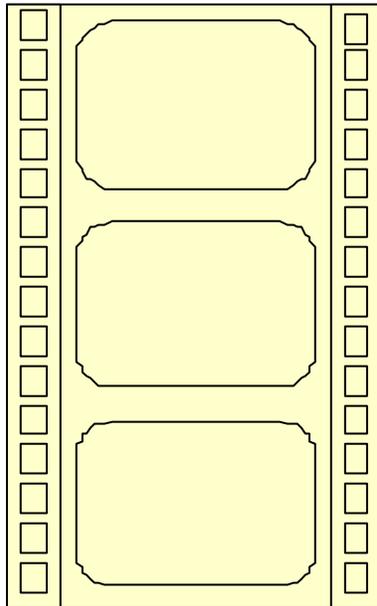


SHORT TAKES



“4 EASY STEPS TO EARN MORE THAN YOUR PEERS”

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Short takes are information crammed into a small space/time frame. For example, in film, the “movie” may be only three minutes long and still pack a powerful punch. The subject can be anything.

In publications such as newsletters, ebooks and magazines, up to one page is a short take. As you will see in these pages, a topic is presented in short take format. This gives you enough information to kick start the thinking part of your brain.

It is up to you to take it from there, if you so desire.

That in a nutshell is a short take.

Enjoy ours...

Customer Service seems to be a thing of the past. Follow these 4 steps and people will knock down your door to give you their business. Enjoy!

Disclaimer: Nothing in the book is meant to be medical, financial or legal advice. It is for information purposes only and it is your decision whether to act, or not act, on any of it. Always, repeat always, contact a competent professional in the field in which you are interested/involved/active.

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4 EASY STEPS TO EARN MORE THAN YOUR PEERS

Follow these 4 simple steps and you will not only be head and shoulders above your peers, but people will be knocking down your door to give you business. Plus, you will be known in your industry as a “respected professional” which by the way is the highest accolade a business person could ever earn.

- 1. Be on time – Sounds easy and sounds like a tremendous grasp of the obvious but think how many times you’ve had to wait because the other person didn’t value your time. Instead of arriving at five minutes to ten or at ten for the ten o’clock appointment, they finally showed at 10:45. Obvious isn’t so obvious, is it?**
- 2. Ignore office politics and gossip – How can you conduct business if you are listening to the clap trap emanating from the office politics/gossip mill? You can’t, so ignore this garbage and you won’t find yourself swimming in the sewer.**
- 3. Return phone calls – Another obvious grasp of a simple concept until you recall the number of times you had to call someone to buy a certain item. You were the one spending the money but they never returned one of your phone calls.**
- 4. Do what you say you will do – Once you become known as a person of his/her word, you earn something that is priceless. It is one step higher than respect. It is called trust. If trust was a religious concept, it would be called a sacrament.**