

Self-Evaluation: Leaving a Voicemail for a Target Opportunity

1. On a scale of 1 to 5, how would you rate your tone of voice? _____

What would have made the voicemail a "5" in your view?

Circle Yes (**Y**) or No (**N**) for the following questions about your voicemail:

- | | | |
|--------------|----|---|
| Y / N | 2. | Did you start by stating your full name and company name ? |
| Y / N | 3. | Did you state your phone number twice ? |
| Y / N | 4. | When stating your phone number, did you slow down ? |
| Y / N | 5. | Were you clear and concise with the " regarding " part? |
| Y / N | 6. | Was your voicemail intriguing ? Did it sound like a sales call? |
| Y / N | 7. | As the potential customer, would you be inclined to call yourself back? |

8. Based on the tips shared in this chapter, what did you do really well when leaving a voicemail?

9. What improvements could you make?

9. Additional notes and/or things to keep in mind for future calls:

BONUS: Have a friend, boss, or mentor evaluate your voicemail.