



LIST BUILDING – 3 EASY EXPORTS

Building your database is easier than many people first guess. We all have many sources of connections and these three can be easily exported to spreadsheets as a starting point! This was created to help you **Identify & Organize Your Best Lists – Quickly & Easily!**

Your Best Next Step is to Export Your Key Contact Sources

1. Exporting Instructions per Source ... *this should take less than 10 minutes.*

- Phone
 - Download APP called Contacts Kit FREE ([Link to App Store](#) & [Link to Google Play](#))
 - > click Export > All Contacts > Excel > Start > Email CSV to yourself
- LinkedIn
 - go to My Network > See All Connections > Manage Sync & Imported Contacts > Export > Request Fast File Only > Download Zip File Link ... Extract Connections
- Emails
 - Outlook = go to File > Options > Advanced > Export Wizard > CSV
 - Gmail = go to Contacts > Close Labels & Open More > Export > Old Format > Check ALL Contacts > More > Export > All Contacts > Google CSV > Export
- *Other platforms are mostly similar and each has specific instructions or help.*

2. Organizing & Cleaning Spreadsheets ... *some best practices include:*

- Re-Naming Each File
 - Add your name, the list source name, export date and any other qualifying notes
- Standardizing Information
 - Line up all columns before merging to clean up & consolidate contacts
- *Leverage our Issues Audit Checklist as a guide to what to look for.*

3. Eliminating Obstacles & Excuses ... *you can have reasons or results; not both!*

- Common Obstacles
 - Operational issues such as no database in place and prioritizing resources
- Questionable Excuses
 - Emotional issues such as no time, it's overwhelming & I hate data entry
- *Outsource your Data Entry to ALLinEntry and actually get it done.*

4 Out of 5 Lost Sales are due to Failed Follow-Up!

Save Time, Money & Aggravation

Commit to getting this done for you & your business – this is important!

Data entry is simple, not easy ... it's also a huge factor in determining the size of your database. The goal is to determine what you have & what you need to develop a plan for your progress!

If you'd like help, our LIST FIXING – SMART START is a priceless investment
Click <https://allinentry.com/list-fixing>