

## Welcome Message

Welcome to I Heart Psychics, and congratulations on becoming a member of the IHP community. We are excited to have you on our team of gifted Psychics. We are a company built on providing accurate, and genuine psychic readings. Here is a list of things you must complete to get started. After you complete the checklist, please watch our training videos for informative tips and what will be expected `of you here at IHP.

## **Getting Started**

## **Preparation For Your Shift**

Before you log in the I Heart Psychics website and begin taking calls, it is important to create a comfortable environment for you to work in. Have a comfortable chair, or if you are sitting on your bed, make sure you have extra cushions to support your back. Remember to schedule breaks especially when you are working long hours, take time to stand up and walk around or step outside and get some fresh air.

Each Psychic has their own formula for preparing to read. But here are a few suggestions for those who could use some new ideas.

- 1. Make sure that you take 10 to 15 minutes to clear your mind and ground and center yourself before you begin.
- 2. Set your intention. In this time, you can clear all your thoughts and ask your guides and/or angels to help you connect to universal energy and ask them to help you with accurate information.
- 3. Use whatever centering and grounding techniques you are accustomed to. It is a good idea to bring in white light during this grounding period to create a barrier. There are Customer's who have very stressful personalities and it is very difficult to keep from "absorbing" some of that energy. If you keep yourself focused and balanced, you will be able to give great readings and not feel the negative or unbalanced energy coming at you.
- 4. We do provide flexible hours. It is the nature of this business. However; do try to adhere to your scheduled hours as often as possible. We do understand that things come up unexpectedly and that circumstances such as weather, Internet, power outages, etc. may affect changes for you being online and available. Remember that your adherence bonus will be affected by not sticking as close to your schedule

as possible as will your Customer retention. When your Customer expects you to be on and suddenly you're not, they can become quite frustrated. Make sure that you schedule yourself the hours that you can commit to, times when there is little distraction, and hours you know you will adhere to. Make sure you keep track of your schedule on a calendar or write it down where you will see it everyday.

- 5. Your working environment should be a quiet area where you will not be disrupted by television, cell phones or loud noises. You should always be present and tuned in when giving readings. A Customer will notice if you are not giving them your undivided attention.

  If you are a Psychic who uses tools, make sure you have the tools necessary for you to work: tarot, oracle, sacred path, pendulum, crystals, runes etc.
- 6. Have a pen and paper on hand to take notes. You should write down important information about your Customer and also if you are receiving messages that you need to write or draw out you will be prepared.
- 7. Try to log in about 5 minutes before you are scheduled to be online. This will ensure your first call will be routed to you on time.
- 8. Remember to be positive! The attitude and energy you bring to the reading will affect the call.