



# Scheduling a Meeting Over the Phone

A grayscale photograph of a person from the chest up, wearing a light-colored, textured sweater. They are holding a smartphone in their right hand, looking down at it. A large, solid blue diamond is superimposed over the center of the image, partially obscuring the person's torso and the phone. Inside the diamond, the text "Quick Note: This is pretty rare..." is written in white, sans-serif font.

Quick Note:  
This is pretty rare...

A top-down view of a wooden desk. In the center is a spiral-bound notebook with blank white pages. A silver pen lies on the bottom page. To the top right is a grey paint palette with several wells. To the top left is a small bowl containing fruit. In the bottom left corner, a pair of white headphones is visible. A solid blue horizontal band is superimposed over the middle of the notebook.

*Remember Principle 1*



Start All Cold Calls with this question:

“Did I catch you at a bad time?”



## If They Say “No”

“Well, I know you are probably busy anyway, so I won’t take more than a minute of your time.

I’m Elliot with Udemy and I’m calling to schedule a meeting to discuss how we can [value add for them].

I don’t want to take your time now, but do you have 15-20 minutes next Tuesday or Wednesday to chat more?

[Confirm info and schedule meeting].”



## If They Say “Yes”

“Of course I did. I pretty rarely talk to some of your stature who isn’t incredibly busy. Since you’re busy is it ok, if I only take 1 minute of your time? No more.

I’m Elliot with Udemy and I’m calling to schedule a meeting to discuss how we can [value add for them].

As promised, I don’t want to take any more of your time now, but do you have 15-20 minutes next Tuesday or Wednesday to chat more?

[Confirm info and schedule meeting].”





## If They Push Back on Scheduling Meeting:

“Hey, I totally get that, I [repeat their objection] too.

How about this: can I send you an email with 3 or 4 times that work for a 15 minute chat next week? And you can simply get back to me via email with which one works best for you. Is that ok?

[Confirm their contact info].”

A top-down view of a wooden desk. In the center is a spiral-bound notebook with two blank white pages. A silver pen lies on the bottom page. To the top right is a paint palette with several wells. To the top left is a small bowl containing fruit. In the bottom left corner, a white headset is visible. A large blue rectangular overlay is positioned across the middle of the notebook, containing white text.

*This was a very brief preview,  
so you need to practice*