**Sample “Prepping for Our Session” Form**

This is a sample email to be sent to a potential client who has agreed that they want to have a CTD conversation with you. You can tweak this email to fit your niche. You will replace “Prepping For Your “Lose 5 Pounds Fast” Breakthrough Session” with the name of your CTD conversation.

SUBJECT LINE: Prepping For Your “Lose 5 Pounds Fast” Breakthrough Session!

Hi NAME,

Congrats on making the decision to take charge of your body so you can finally lose those last 5 pounds, without calorie counting, dieting or deprivation.

This email is all about prepping for your “Lose 5 Pounds Fast” Breakthrough Session so that our time together will be super valuable for you.

This session is 30 minutes and takes place on the phone. If you can, make sure you’re in a quiet, private place for the call.

It’s easy to book your session - just do these 3 quick things....

a. Click on this link to access my online calendar and book a time and date -----> [insert Scheduler link]

b. Fill out the attached “Lose 5 Pounds Fast” Intake Form and email it back to me at YOUR EMAIL prior to our session. (This will give me a chance to get to know you better so we can focus our time on helping you lose those last 5 pounds the RIGHT way! All information will be kept confidential.)

c. Go to my Success Stories page [link to website] or Yelp [link to Yelp] to hear others’ experiences with working with me & get inspired by great women just like you who were terrified that they’d never lose the last 5 pounds, then finally discovered how to look and feel hotter than ever. (Woo-hoo!)

(Important note: If you have to cancel or reschedule your session for any reason, I ask that you give me 48 hours notice. If you cancel or reschedule within 48 hours of your session, I can’t guarantee that I’ll have a new slot available.)

If you have any questions, my team is happy to answer them. I look forward to connecting!

Here’s to your 5 pounds gone fast....

NAME

Prepping for Your Session Option #2

SUBJECT LINE: Prepping for our session

Hello \_\_\_\_\_\_\_\_\_!

I am really looking forward to our call on (DAY, TIME)

In order to make the most out of our time together… please answer the following questions. I look forward to speaking with you. xo, Krissy

What appeals to you about my approach? What specifically resonated with you?

What are your top THREE goals for the next 3-6 months?

What is currently holding you back (real or imagined) from achieving these things?

If you are interested in the Aligned Female Entrepreneur, What stage are you at in the business-building/passion-project launching process?

I'm just starting out and have no idea where to begin

Have an idea but not sure how to make it real

I launched my business/passion project less than 2 years ago

I've been in business/working on my project for 3+ years

N/A

Is there anything else that you would like me to know?

Prepping for Your Session Option #3

SUBJECT LINE: Prepping for our session

Hello \_\_\_\_\_\_\_\_\_!

Thank you for booking your free session with me!

Please use the form below to let me know what your hopes are for our conversation. Please include your current questions and any concerns so that I can be sure to address them when we have our session.

I'm looking forward to connecting with you!

Xoxo,

Krissy

What inspired you to book this session with me today?

What results would you like to see in the next 3-6 months? (Include any goals for your career, health, and life).

What challenges are you currently facing (or have you faced) that have kept you from achieving these results?

What would you like to happen as a result of your Session?

Is there anything else that you would like me to know?