

# Keys to Successfully Securing One-on-One Meetings

Getting the meetings is for some organizers the most difficult challenge. People are busy and many don't want to take the time to meet. What they don't realize is how much fun and how rewarding a visit can be for everyone involved.

## **1. Remember that they benefit from a visit**

- a. They get to meet an informed and enthusiastic person -- you
- b. They get to hear first-hand stories about your accomplishments and challenges
- c. They get their particular questions answered in a personal manner
- d. They get first-hand knowledge about the impact of their time

## **2. If you can't ask them in-person, the phone is the most reliable way to ask for a meeting**

- a. Emails are often unread or easily dismissed
- b. It's easier to respond to people's minor objections in an interactive phone call.
- c. There may be some subset of people for whom email is a better route, but usually only when they know you well.

## **3. Call at times when folks are fresh and willing to talk**

- a. In addition to reach people at work, evening phoning can be a great time to reach people, but try other times, like early mornings, Saturday mornings, and late afternoon, around 5:30.

## **4. Make a brief case for a visit**

- a. Why should they meet now? What is going on that is interesting and urgent
- b. Keep it short – this is the 30 second case designed to intrigue

## **5. Ask to meet at a specific time**

- a. When you ask to meet at a specific time, they think about when they can meet, not whether they want to meet

## **6. Expect them to say no at first, and work with them to build their interest and get to yes**

- a. People are busy, anticipate this, acknowledge that the visit can be short, and then build their interest.
- b. Explain why you want to meet and what is in it for them. Talk about the urgency and importance of your program work. What is going on right now that a potential volunteer would want to hear more about?