

To The Team,

Thanks everyone for such hard work going into May and now as we have all anticipated the July Forum is coming up. It's time to get organized and ready to engage and serve our communities making class 710 a record breaker with so many VIP's and Banks already confirmed to be on site. This is truly going to be an exciting forum no one wants to miss.

As you all know last cycle I created some new Calendars to help get our systems organized and we wanted to test how they would work with the field being able to interact and post for privates and travel schedules. In my opinion it went extremely well for a test run but with everything you can always make improvements. So that's what I have done made some changes and created a set of new calendars that have even more options with email reminders of events. I will explain in this email the changes and advise on standard operating procedures we should all use.

To start I ask that you go back to the old calendars and remove them as they are no longer being updated. Just simply right click on them in your favorites and hit delete.

Add the new calendars to your favorites folder. I have a file in my favorites named CEO SPACE and that's where I store all me space web links.

First Calendar- http://www.brownbearsw.com/freecal/BJ_DOHRMANN

This is the personal calendar for our founder and of course my wonderful father Berny Dohrmann. Click on the link to view his calendar as this will be active for the rest of the year. This Calendar will show all of BJ's schedule for webinars and for privates. It is completely inter active so all of you can post on demand mega meeting coaching or previews for your region on video. It will also show any travel dates for being on the road or special events. It will also show when he is hosting the Tuesday and Thursday webinars.

Second Calendar- http://www.brownbearsw.com/freecal/JASON_DOHRMANN

This is my interactive calendar and it functions just the same as Berny's you can post here when you want privates and it will show events taking place and my travel as well. The same things apply for webinars and previews on demand.

Third Calendar- http://www.brownbearsw.com/freecal/CEOSPACE_TRAVEL

This Third Calendar is for physical travel for speakers we send out corporately. It will also be Michelle Anton's post site since she is on the road doing physical travel many days of each cycle. You can also post for Michelle privates and previews on days she does not have to travel she will specify on the calendar when she is available. This will also have posts for celebrity webinars or previews.

So team the concept is the same just making things a bit more efficient and more permanent.

Guidelines:

We should all follow the same set of guidelines when we post on calendars so there is no confusion.

1. Remember all calendars are based on Eastern Standard time
2. To post just click on the month and then click on the day number to add your post
3. I will be posting webinars so those posts will be Interactive links you can click and go directly to broadcast
4. **24 hour rule- If you want a private you always post a minimum of 24 hours in advance. WHY? Because these calendars are designed for us to get up each day and see what the schedule is. If you post on the same day there is a chance that your clients call could get missed.**
5. **When posting to the sites you need to make sure to include specific information... for example: who is the call with? who set up the call? CP? Time? Make sure there is contact info included and instructions do we call them or are they calling us. We need to know details so we can track who is doing what.**
6. Usually give one hour time slots for the clients but we prefer mega meetings with 5 of your clients at one time more traction.
7. I am not going to monitor the calendars like last time where I put in time slots for privates. What we will do is mark off times we are **NOT** available and you guys book around that so you have more flexibility.
8. Respect our families- This means please be respectful and book appointments at reasonable hours. You all know I answer calls late into the night and BJ does privates all day even all weekend and into his nights to serve you. But if you organize your time better then you should be able to host privates at reasonable hours not 9 at night unless doing a preview. Understand that we all work just about every day of every week and our families have to deal with us always having a phone to our ears 24-7... but they understand our positions and our mission to changing lives.
9. So let's just say privates and calls start typically around 9 am to 9:30 am for us on east coast and give Michelle that courtesy as she is on west coast. Let's say privates need to end around 6pm unless schedule mega previews. As we get closer to class I am sure we will push those calls to about 8 or so.

If I am missing anything please just call me or email me.

ONE LAST ITEM: On every webinar we send out the link for it. That link never changes so you should save the broadcast link to the favorites as well just in case you need it handy or need to get it to your client fast.

Webinar

Link-

<http://apps.attainresponse.com/MediaF5/liveChannel.htm?presenterId=ceospaceinc@mailf5-com>

OTHER USEFUL LINKS FOR YOUR FAVORITES:

MEGA MEETINGS- <https://ceospace.megameeting.com/>

Thank you all again and I hope this will help you achieve your goals better. If you are interested in tracking your goals for your business and the percentage of the goals you meet I have also included the rainbow graph as an attachment.

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HOW TO SET APPOINTMENT WITH MR. DOHRMANN

1. Go to http://www.brownbearsw.com/freecal/BJ_DOHRMANN
2. Find the date and time you want to have the call.
You will be working under Add New Event

See screen below:

The screenshot shows a web browser window displaying the 'BJ DOHRMANN'S SCHEDULE' page for Monday, May 31, 2010. The page features a sidebar with a '1-DAY DEALS' promotion for a cupcake. The main content area is titled 'Add New Event' and contains a form with the following fields and options:

- Date:** May 31, 2010
- Enter text for a new event:** A text input field.
- Start Time:** Dropdown menu with AM/PM options.
- End Time:** Dropdown menu with AM/PM options.
- Category:** Dropdown menu.
- Location:** Text input field.
- Background Foreground Border?** Radio buttons for Default and Color Names.
- Enter a URL, or text for a popup window:** A text input field.
- Buttons:** 'Create Event' and 'Cancel Event'.

Below the main form is a section titled 'Repeat Information (Optional)' with the following options:

- Don't Repeat
- Repeat every [] day(s) (Skip Weekends)
- Repeat every [] week(s) on: Mon, Tue, Wed, Thu, Fri, Sat, Sun
- Repeat every [] month(s) on these dates: []
- Repeat every [] month(s) on the: First, Second, Third, Fourth, Last day of the month
- Repeat until:** June 1, 2010
- Buttons:** 'Create Event' and 'Cancel Event'.

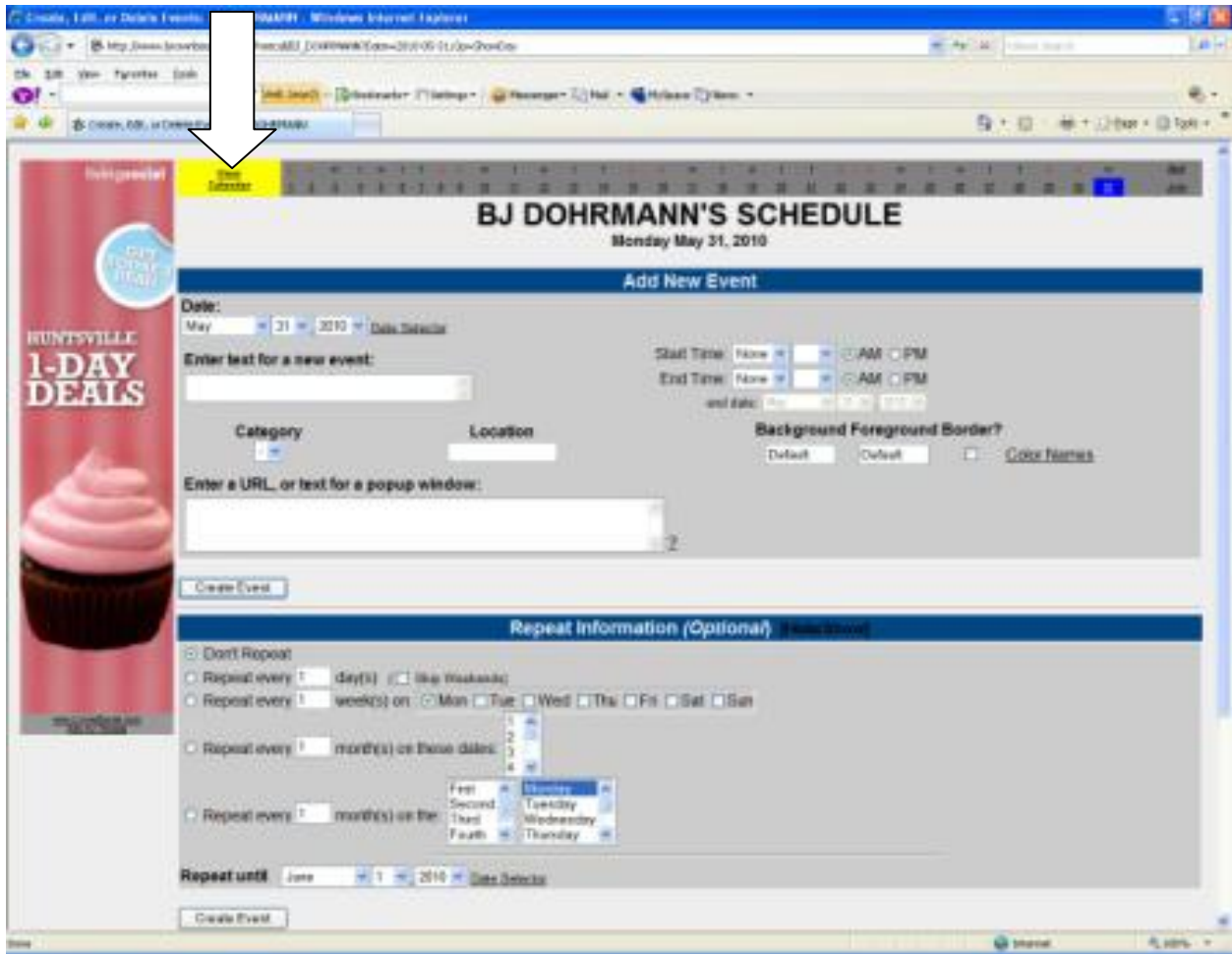
Two callout boxes are present: one pointing to the 'Add New Event' section with the text 'Work in this section', and another pointing to the 'Create Event' button with the text 'Click Here to Save'.

3. Make sure the date is correct, and click on Enter Text for a new event. Write the appointment like this: 3pm-4pm Prvt call with John Smith, arranged by CP.
4. Go to Enter a URL, or text for popup window: {this puts in additional text}
Put the phone number or web etc. Who is calling whom. Make sure that the phone number, etc. is there.

5. THEN CLICK CREATE EVENT -- Event is created. Click on the yellow VIEW CALENDAR In the upper left.

6. As an aside, you need to make a background color for the event. If you click on Color Names, you can add an appropriate (readable) color to differentiate your event from others.

7. Click on the yellow VIEW CALENDAR to see the event.



8. Notify your individuals of the event.

9. Remember that there are webinar Previews on Tuesday and Thursday at 4-5 pm ET. Click on the link for that date.