



Quick Start Checklist: Grow Your Email List with Warm Contacts

Use this checklist to guide your process as you turn social media connections into email subscribers.

Step 1: Prepare Your Contact List

- ☐ Download your contacts from LinkedIn
- ☐ Download your contacts from Facebook
- ☐ Combine them into one spreadsheet or tracker
- ☐ Sort or filter by "Date Connected"
- ☐ Highlight new contacts since your last outreach

Step 2: Personalize Your Message

- ☐ Choose the appropriate message script (LinkedIn, Facebook, or Email)
- ☐ Add the contact's name and personalize if possible
- ☐ Paste your message into your platform or email draft and send

Step 3: Send Your Message

- ☐ Start with 5-10 messages
- ☐ Track who you've messaged and who responds
- ☐ Send the sign-up link to interested contacts
- ☐ Mark them as "Invited" or "Subscribed"

Step 4: Make It a Habit

- ☐ Schedule time monthly to download new contacts
- ☐ Follow up with interested or non-responsive contacts
- ☐ Keep your contact tracker updated

Want Extra Help?

Use the checklist to create your own system, or reach out to me personally. I'd be happy to help you get a system set up or do it for you.

Just send me a message if you're interested; I'd love to help you get started!

tammy@bluebutterflysolutions.com

or

[Schedule A Chat With Me](#)

