



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](#)

