



The Selling Collective

Quiet Closing Checklist

5 Step Sales Checklist for Introverts

www.thesellingcollective.com

Step 1

Prep → Script → Practice

1. Choose Your Opener:

Craft a 1–2 sentence hook that highlights the prospect's pain or goal.

2. Write It Down:

Put the exact wording in your notes or CRM.

3. Rehearse 5x:

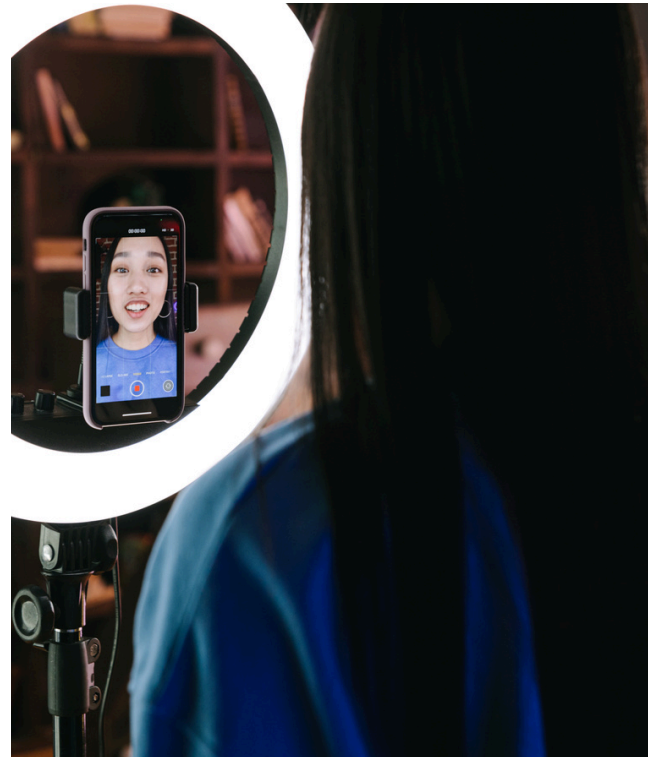
Record yourself delivering it, listen back, and tweak for flow.



Step 2

Asynchronous Outreach

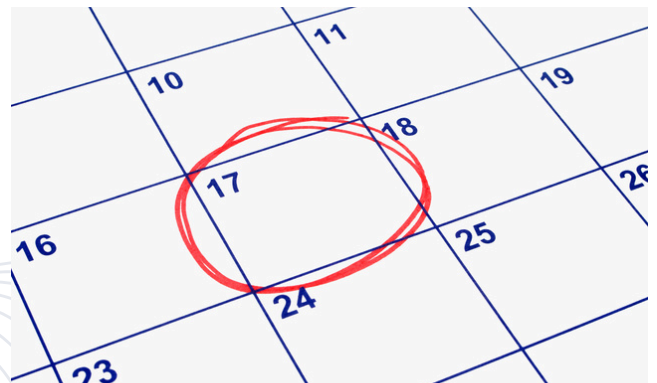
1. **Tool Ready:** Set up Vidyard, Loom, or Voice Notes in your messaging stack.
2. **Keep It Short:** 20–45 seconds max.
3. **Personalise:** Mention their company/pain point in the first 5 seconds.
4. **Call to Action:** End with a clear “Would you like to see how this looks in action?”



Step 3

Live Follow-Up

1. **Calm Transition:** "I sent you a quick video, did you get a chance to watch?"
2. **Feedback Loop:** Ask "What stood out to you?" before diving deeper.
3. **Next Step Ask:** Propose a low-pressure next action (e.g. "Can we schedule a 15-min demo next week?").



Step 4

Celebrate Micro-Wins

1. Track "Small Yeses":

Log each reply, meeting booked, or resource downloaded.

2. Reward Yourself: Take a 2-min break, or share the win with your team/Slack.

3. Build Momentum: Use each micro-win to fuel your next asynchronous message or call.



Step 5

Quiet Confidence Reminders

1. You don't need to fill **every silence**, let the prospect think.
2. **Preparation** beats improvisation; practice trumps winging it.
3. **Authenticity** resonates more than hype—be your genuine self.

