

PROSPECTING ASSISTANT

User Guide

This guide gives you a BRIEF walk you through how to open and use your AI-powered ehab Prospecting Assistant for automated outreach and calendar scheduling. The full detailed training with image and video clips can be found at <https://nafhac.org/prospectingAITool> or scan the qr code below.

Your Prospecting Assistant — Your Smart Tool for Consistent Growth

The Prospecting Assistant helps you instantly create outreach messages, follow-up reminders, and calendar tasks — so you can stay connected with lenders, realtors, and contractors without losing track.

1 Open the Link

Tap the Prospecting Assistant icon in your workbook or Slack group.

2 Enter Your Details

Add your name, email, and contact type (Lender, Realtor, or Contractor).

3 Generate Outreach Messages

The assistant creates pre-written email and text templates ready for use.

4 Save Your Text File with Calendar Appointments

Download your text file or copy messages directly from the screen into a .txt file.

5 Import into Outlook or Google Calendar

Attach your file or note to your follow-up calendar task for each lead.

Pro Tip:

“Set aside 30 minutes once a week to use the Assistant to create your marketing and follow up appointment for the upcoming 5-7 days. A few as ten follow-ups a week can create unstoppable momentum!”



Prospecting AI

