



10-minute Q&A call

These FREE calls are popular, so here's a guide to getting the most from your 10 minutes.

Q. When should I be ready?

A. I endeavour to answer these calls immediately, but if I have to arrange a time to call back, I will normally start at the allotted time, or soon after. If it's a Skype call, you should have Skype up and running and logged in a few minutes before your time to ensure you have no technical problems that will eat into your time.

Q. What should I do before the session?

A.

1. **Jot down some notes** beforehand to help organise your key questions so you get the most out of the time. I often arrange call-backs, back-to-back, so it's important you're fully prepared as I can't always go over the time.

2. **If you've chosen a Skype call** then check Skype is updated to the latest version. If you don't have Skype installed, you will need to install it on your PC, laptop, iPhone or Android here: <https://www.skype.com/en/get-skype/> It's FREE and takes a few minutes to install and create an account, so do this the day before to be sure you're ready.
3. **Choose somewhere quiet** away from distractions. I'm a big fan of music, TV children and dogs but if feasible it's best they're not in the room for the call.

Q. Can there be two or more of us?

A. Yes, your project colleagues are welcome, but the call is for you and your book project, so only questions relating to it can be answered in the time.

Q. What if I need to cancel?

A. Please email me at bookings@milesallen.net as soon as you can.