

# REPRESENTATIVE CHECKLIST



This weekly schedule is a guide to show you what you should aim to achieve if you want to get off to a fast start. You can use the middle column to enter your own goal dates, your upline/ training supervisor can help you with goal setting and planning. Once you have completed, you can tick the tasks off to track progression.

## Week 1

| To Do List  | Goal<br>(enter the date you want to achieve by) | Tick When Completed |
|---|---|---------------------|
| Invite 10 guests to a Business Overview   |   |                     |
| Book 2-5 training appointments with your trainer (covering the scoop and carryback) |   |                     |
| Have personal FGP completed   |   |                     |
| Attend team training  |   |                     |
| Learn the presentation introduction script  |   |                     |

## Week 2

| To Do List   | Goal<br>(enter the date you want to achieve by) | Tick When Completed |
|--|---|---------------------|
| Bring 3-4 guests to the business overview (online) |   |                     |
| Download and start studying for Rep tests          |   |                     |
| Observe training scoops/carrybacks                 |   |                     |
| Schedule at least 2 carrybacks for next week       |   |                     |
| Attend training                                    |   |                     |
| Rep Tests study time                               |   |                     |

### Week 3

| To Do List   | Goal<br>(enter the date you want to achieve by) | Tick When Completed |
|--|---|---------------------|
| Bring 3-4 guests to the business overview (online) |   |                     |
| Start to Take Rep Tests                            |   |                     |
| Observe a follow up interview with trainer         |   |                     |

### Week 4

| To Do List   | Goal<br>(enter the date you want to achieve by) | Tick When Completed |
|--|---|---------------------|
| Complete your scoop and carryback assessment       |   |                     |
| Complete your Rep tests                            |   |                     |
| Bring 3-4 guests to the business overview (online) |   |                     |
| Attend Training                                    |   |                     |
| Schedule 4 practice presentations                  |   |                     |
| Become Licensed                                    |   |                     |

### Week 5

| To Do List   | Goal<br>(enter the date you want to achieve by) | Tick When Completed |
|--|---|---------------------|
| Bring 3-4 guests to the business overview                      |   |                     |
| Participate with Trainer in a 72 hour follow up interview      |   |                     |
| Familiarise yourself with the Life Protection quotation system |   |                     |
| Complete at least 3 scoops                                     |   |                     |
| Schedule 4-5 scoops for next week                              |   |                     |
| Schedule at least 2 carrybacks for next week                   |   |                     |
| Attend training  |   |                     |

## Week 6 onwards to maintain momentum

| To Do List                                   | Goal<br>(enter the date you want to achieve by) | Tick When Completed |
|--|---|---------------------|
| Bring 3-4 guests to the business overview    |   |                     |
| Complete at least 3 scoops                   |   |                     |
| Schedule 4-5 scoops for next week            |   |                     |
| Schedule at least 2 carrybacks for next week |   |                     |
| Attend training                              |   |                     |