

Getting Started Guide and Standard Operating Procedure

Follow this Check List to Get Started correctly in the first 14 days

My Name is:

Own Your Future by printing your name here at the beginning of this check list.

I. Desire: – What Motivates Me? – Underline one or more or add your own, & number in order of priority.

A. “If I had the money I would...”

- **New House:** or Renovate/Extend/Maintenance.
 - New: Where would you like to live? What style...
 - Renovate: what additional rooms do you wish to add? Spa swimming pool, tennis court, games room sound room. library, kids wing, guest room, office, den, parents retreat, home gym.
- **Maintenance:** Paint, Carpet, stumps, curtains, garden, pergola, spa, swimming pool, rotunda, roof, refurbish.
- **Weekender:** - Mountains/Sea, Bed & Breakfast. Caravan or mobile home, holiday cottage, beach house, house boat.
- **Vehicle:** - New car/Additional 4 wheel drive, sports car, motor cycle.
- **Furniture:** - TV entertainment systems, white goods, total house replaced?
- **Holidays:** - annual and weekend getaway's. Overseas, local, exotic, tour Australia, couples, individuals and family.
- **Education:** - Private School, University - My own continuing and my family.
- **Entertainment:** - Eating out, Theatre, Shows, Wimbledon, Grand prix, Olympics, Grape Grazing, Grand finals,
- **Hobbies/Sports:** - golf, crafts, water/snow/jet skiing, going to the gym, boats, yachts, fishing, photography.
- **Shopping:** - clothes, jewellery, shoes, do dads!
- **Children's expense:** - Music lessons, dancing lessons, gymnastics, school camping trips, hobbies.
- **Gifts:** - Christmas, Birthdays, Weddings, Anniversary.
- **Survival Stuff:** - electricity, phone, gas, insurance, life insurance car rego, car maintenance.
- **Church/Charities:** - help needy, help elderly parents, help children or grand children, support research, church project or missions.
- **Help:** - Employ a housekeeper, cleaner, ironing person, gardener, bookkeeper.
- **Have:** - a nanny, a cook, a secretary, a weekly massage.

B. “If I had the time I would...”

- Go to school and help with the reading class.
- Enroll in a course and learn a new skill or profession
- Be at sports days.
- Take the kids to school.
- Pick the kids up from school.
- Take the kids to music.
- Take the kids to dancing.
- Go to the movies with the family.
- Do a 5000 piece puzzle with the kids/partner.
- Go out to lunch with my partner.
- Take the children out on a date.
- Go away for the week end with my partner.
- Be involved in my church/charity.
- Visit friends.
- Have friends over for a meal.
- Visit my family/parents.
- Read a book for fun.
- Have a massage each week.
- Get my hair/nails done each week.
- Sleep in until I am done sleeping.

C. Another way to tackle this is to set aside some time to create a list of 100 things.

- Choose four or more sheets of paper and,
- On the top of each sheet write one of the following headings, During My lifetime these are... 'Things to DO', 'Things to OWN', 'Places to VISIT' and, 'Who do I want to BECOME during my life?'
- Now list 25 or more things under each category, moving between categories as your mind throws up ideas. Use the lists above to help trigger your mind.
- Perhaps use a fifth sheet of paper to let your mind run free and list EXTREME, grandiose, awe-inspiring, off-the-planet things.
- Now take each list and number each item you have listed in order of the importance or priority you give it.
- If necessary rewrite each list with the items in the numerical order you have given them.
- Choose an item of highest priority from one or more of your lists that you can begin working on right now.
- Revisit these lists regularly and continually look for ways to extend them beyond 25 items.

**“If things stay the way they are, where will I be in 5 years?
Do I want to arrive where I am heading?”**

Build Fast and Solid Momentum *early* with purpose, to produce the desired Results and Belief.

THE KEY: - Put yourself back through this program every month plus start each new IBO off as if you expect them to continue.

NOTE: - While everyone is different and you always have to go with whatever new people are prepared to give to their new enterprise, the first two pages are important steps that need to be deliberately undertaken so that the right thing is done by every new person getting started in your business and in order that both they and you achieve a positive successful outcome.

II. I Commit to Associating and Surrounding Myself with Positive, Successful People.

I know I will become like the people I mix with, so I choose success, and shun the negative doom-sayers. Attending the weekly and monthly seminars helps me to maintain my belief and direction.

III. I Commit to Regular Coaching with my Team Mentor

IV. I Commit to Taking Massive Action: - It has to be massive to overcome inertia and create momentum. One of the best ways to do this is to bring new people to the Introduction Seminar and/or Business Development Seminar.

V. Hints & Tips – Additional Help:

✓	A. Create Written Lists Of People: - People will have over 100 names just in their mobile phone already. (easy)
	Write down lists of people from family, friends, work associates, mobile phone & email contacts, Christmas card list, diary, etc.
	Use the Yellow Pages index to think of people in various industries and professions (even if you don't know their actual name).
	Continue to add to the list as new people are met in the course of daily activities. There can never be too many.
	Make a point of meeting a new friend: Use the system learning library CD – “ <i>Science of Contacting</i> ” by Gary Newall. VS-75208
✓	B. The Telephone Invitation: - Looking for Lookers
	Listen to the CD (VS-74232) Dan Smith's “For PHDs” in preparation for this process.
	Over a 12-15 minute coffee, the objective is to invite enough contacts to meet the team at the Introduction Seminar, and fill your available time during the following week in follow-up activity.
	Set up a Diary time with your new person to do an “in home” presentation for their family & close friends.
	If necessary do some role-playing prior to making actual phone calls to develop a flow with the script & make necessary changes.
	Make phone calls using a script (see downloads at www.myfreedom.net.au) carried out by either your mentor or yourself.
	Make enough phone calls to set up 2 or more presentations, close together for efficiency, during the next few days. Do not leave without 2 Plans booked. (Even if it takes 3 hours, so be it.)
	With a mentor's help call the hardest people on the list first and do at least the first 5 to learn the process.
	“Let me show you how easy this is...” From the existing list in a mobile phone start making some calls or SMS.... To invite prospect to – “ <i>meet a successful business person who may have something that could benefit you...</i> ”
	Send a SMS text message on the day of the Workshop as a reminder.
✓	C. At The Plan / Introductory Seminar / Workshop:
	NB. - If you can't get the prospect to a workshop (they are permanent shift work, etc.), arrange to do a meeting in their home (with their partner present). Use the ‘ <i>One-on-One</i> ’ brochure – (VS-77107) in the TeamMak® ‘ <i>An Introduction</i> ’ Pack – (VS-79310)
	Show the Plan briefly. Mention Amway & show stats., demonstrate 5+ products
	Supply the ‘First Night’ material and 2 or more story CDs.
	Don't leave before setting a “Follow-up” diary date or phone appointment.
	Have a TeamMak® “ <i>One-On-One</i> ” brochure (VS77107) with you.
	Objective: Meet the team, identify the dream, see the bigger picture, and for the business plan presentation.
	Take notes, and gain an understanding of the way the money works.
	Take care of any new prospects you have brought by making sure ‘E-After the Introduction Seminar’ is carried out with each person.
✓	D. After The Introduction Seminar / Workshop:
	I have introduced my new person/prospect to the speaker and to my other team members.
	I have reviewed the Dream with my mentor and/or my new person at the workshop, emphasising the emotional reason.
	I and/or my new person, have the TeamMak® ‘ <i>An Introduction</i> ’ pack (VS79310 – CD & literature), only with a sign-up diary date.
	I have met my team leaders and have edified them to my new person.
	I have set a ‘follow up’ phone appointment in the next 24 to 48 hours after the workshop, for questions to be answered.
	I have done ‘Due Diligence’ & ‘Customer experience’ – by doing a product demonstration (See My Favourite Products).
✓	E. Follow Up Telephone or Diary Appointment:
	Phone Call: 24/48 hours after – Answer questions, and see if you have an IBO or a customer, set a sign up appointment.
	Diary Date: - Build a friendship. Answer questions. Process Application. Demo & order products. Book their first “In Home”.
✓	F. First Meeting For New Person: Book this appointment as soon as possible after the workshop, so that there isn't time to conduct a survey and/or attempt to start without your professional help.

1. Sign Up & Dream Building Session: - Take appropriate magazines to trigger ideas.

	Go through page one above to find out what they want the business to achieve for them.
	Create a realistic business plan in accord with the new person's desired goals.
	Swap the CD's you loaned after the workshop with 2 more from your collection of 9 or more..
	Do appropriate product demos briefly, give product experience from suggestions on attached sheet—page 4.

2. Business Sign Up With www.Amway.com.au:

- Choose which pack they wish to get started with.
- Take to website, and register with business pack.
- Get password and immediately go and change to new password.
- Show them how to change personal details and enter delivery instructions.
- Let them know when their regular order day and delivery will be.
- Create a 100PV order. Order the book "The Magic of Thinking Big" – David Schwartz (VS-1416)
- I and/or my new IBO, have the TeamMak® 'Getting Started' pack (VS79311 – CD & literature)

3. IDA System Sign Up:

- Go to the IDA web site & register for weekly CD's & monthly books. Order an **IDA pocket Diary** (VS77009 - \$8.90).

4. Take your new IBO to www.teammak.com.au, Contact mentor/team leader for entry details.

- Notice particularly the dream-build section. Also note that **TeamMak® business cards** are available from the site.
- Provide the pass-code to both this website and the next.

5. Take your new IBO to www.myfreedom.net.au and show some of the pages and downloads available.

6. Review: Creating and Adding to the People List:

7. Review The Phone Call: Objective - Make enough phone calls to set up 2-or more plans, over the next couple of days (Your goal is a minimum +1 and 100 PV for each new person in their first month.)

8. Review: "The Plan" Objective - Over a 15 minute coffee invite contacts to the next workshop, in home meeting.

G. Second Meeting: - (2-3 days later)

- Try to be there the same day that their business pack and first order arrives.
- Go through and review or demo the products that were in their business pack.
- Review concentration and economy of products and benefits and how to use those products.
- Discuss a 'Daily' vitamin (everyone knows they need a vitamin supplement) and 'Omega 3'. At this point don't go into any more nutrition unless they are already "supplement fans".
- Explain the price as shown in catalogue PV/BV/W/RRP.
- Show how to use the www.amway.com.au web-site to place orders.
- Create 30 - 50PV *Ditto* or *Shopping List* from these products including Sponsoring packs.

1. Gender Merchandising For Ladies: Purpose to swap over skin care (men and women) and add skin care to ditto.

- Artistry* makeover & skin review in first week – encourage bringing 1 friend. Begin a great "PV-income producing pathway".
- Emma Page* Party in Second Week. The purpose here may be to make enough profit to cover the cost of registration kit. It may also be to show how to do a party where there is a desire to pursue Emma Page as a "PV-income producing pathway".

2. Gender Merchandising For Men:

- Nutriway* & *XS* workshop – get an understanding of incredible edibles in first week.
- Tolsom* – men's skin care in Second Week.

3. Diary Dates:

- Put all meeting dates in their diary- workshops, BDS, and conferences.
- Give all dates for next 3 months - this is what's on we expect you there.
- Book appointments with their new down line to duplicate and teach them how to do what you have done.
- Promote next function and sell them your BDS tickets (you can buy more).

4. Supply A Folder: - with everything they will need to sponsor someone.

- Two or more story CD's
- Ditto* or *Shopping List* forms – for an automatic delivery order. **A Download from myfreedom.net.au**
- Direct debit forms – for orders that may require an authorised debit on a bank account. **A Download from myfreedom.net.au**
- Standard Operating Procedure Checklist – to promote duplicating the process. **A Download from myfreedom.net.au**
- Next major function ticket order forms – to either a monthly BDS seminar or the bi-annual TeamMak® Conference.

5. When The Prospect Says NO! (Not ready at the moment for the business opportunity)

- Collect all of your CDs on loan and register the prospect as a client.
- Sell product on the spot if possible (from the boot of your car) so that you don't have to return again.
- Have some XS Drink and Protein Bars, or any other product they have shown an interest in, available for sale.

Continue duplicating this process with ALL prospects who attend meetings.