

# 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?”**

## II. I Commit to SETTING A TIME, and Turning My Wish into a Goal:

A. Commit to SETTING A SPECIFIC TIME to achieve 'a goal' you have prioritized on your list.	
<input type="checkbox"/>	I have started by <u>writing down</u> my own list of 100 dreams.
<input type="checkbox"/>	I have underlined or written down those things I want enough to prioritize my time to make it possible.
<input type="checkbox"/>	I have no other way of procuring the things or goals I have noted down.
<input type="checkbox"/>	Following are three things that are important enough for me to start taking action now.
<input type="checkbox"/>	<b>GOAL 1.</b>
<input type="checkbox"/>	<b>WHEN:</b>
<input type="checkbox"/>	<b>GOAL 2.</b>
<input type="checkbox"/>	<b>WHEN:</b>
<input type="checkbox"/>	<b>GOAL 3.</b>
<input type="checkbox"/>	<b>WHEN:</b>
<input type="checkbox"/>	I have discussed these goals and strategies to achieve them with my team leader/mentor.
<input type="checkbox"/>	I can commit...      hour(s) weekly to being all I need to be; and doing all I can for as long as it takes, to assure my success.
B. Commit to the System - and the Process.	
<input type="checkbox"/>	I have read through the TeamMak® 'An Introduction' Pack literature. – VS79310
<input type="checkbox"/>	I have listened to the TeamMak® 'An Introduction' Pack CD provided.
<input type="checkbox"/>	I have begun developing and finessing a written list of names with the assistance of my team leader/mentor.
<input type="checkbox"/>	I have a diary date(s) to attend the next weekly Introduction Seminar.
<input type="checkbox"/>	I have a ticket(s) to attend the next monthly Business Development Seminar.
<input type="checkbox"/>	I am committed to carrying out the business-building directions of my team leader/mentor.
<input type="checkbox"/>	I have signed up for the system Book & CD program. My sponsor/team leader has loaned me 2 story CD's to listen to.

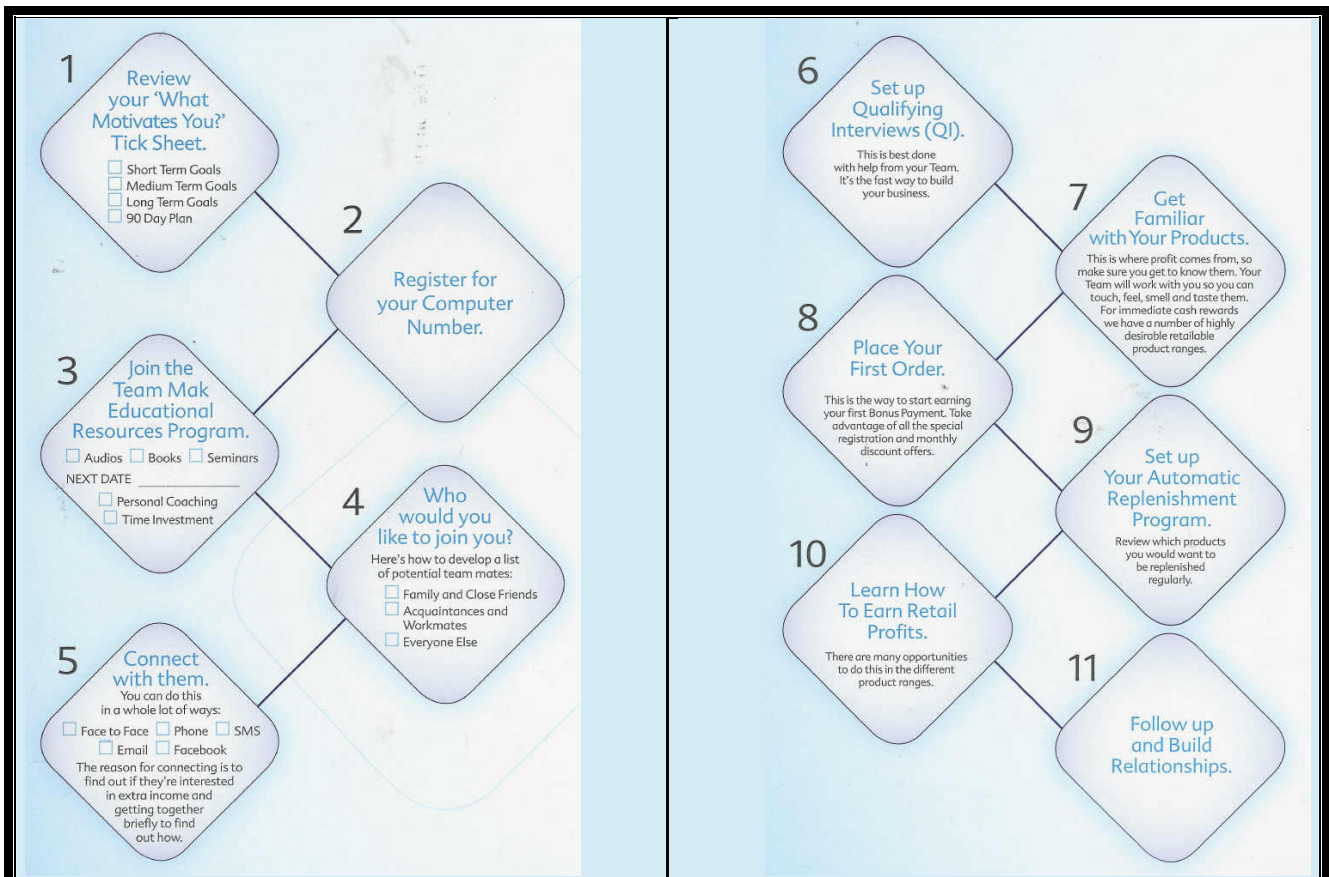
## III. I Commit to Associating and Surrounding Myself with Positive, Successful People.

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.

## IV. I Commit to Regular Coaching with my Team Mentor

## V. Take 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 and follow the flow chart from the TeamMak® Getting Started Pack (VS79311).



## VI. Hints & Tips – Additional Help:

<b>A. Create Written Lists Of People:</b> - People will have over 100 names just in their mobile phone already. (easy)
<input type="checkbox"/> Write down lists of people from family, friends, work associates, mobile phone & email contacts, Christmas card list, diary, etc.
<input type="checkbox"/> Use the Yellow Pages index to think of people in various industries and professions (even if you don't know their actual name).
<input type="checkbox"/> Continue to add to the list as new people are met in the course of daily activities. There can never be too many.
<input type="checkbox"/> 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>B. The Q.I. Telephone Invitation:</b> - Looking for Lookers
<input type="checkbox"/> Listen to the TeamMak® ‘ <i>Connecting with the QI</i> ’ CD pack (NO VS number) in preparation for this process
<input type="checkbox"/> 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.
<input type="checkbox"/> Set up a time with a new person for doing Q.I.’s with their list.
<input type="checkbox"/> This is usually a phone call using a script (see downloads at <a href="http://www.myfreedom.net.au">www.myfreedom.net.au</a> ) carried out by either your mentor or yourself.
<input type="checkbox"/> If necessary do some role-playing prior to making the actual calls to develop a flow with the script.
<input type="checkbox"/> Make enough phone calls to set up 5-Q.I.’s, close together for efficiency, during the next 2 days. Do not leave without 5 QI or Plans booked. (Even if it takes 3 hours, so be it.)
<input type="checkbox"/> With a mentor’s help call the hardest people on the list first and do at least the first 5 to learn the process.
<input type="checkbox"/> “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> ”
<input type="checkbox"/> Send a SMS text message on the day of the Workshop as a reminder.
<b>C. Conducting A Quality Interview:</b>
<input type="checkbox"/> 1. Have a TeamMak® QI brochure (VS77110) with you.
<input type="checkbox"/> 2. Find out about the prospect – 3 minutes.
<input type="checkbox"/> 3. Tell the prospect about yourself and what you saw in the opportunity – 2 minutes.
<input type="checkbox"/> 4. Cash Flow Quadrant – 2 minutes.
<input type="checkbox"/> 5. The Internet as a vehicle – 1 minute.
<input type="checkbox"/> 6. Working on two projects – 1 minute.
<input type="checkbox"/> 7. What would \$50,000 change in your life? – 2 minutes.
<input type="checkbox"/> 8. “I can relate to that...” invite to the Introduction Seminar to meet the team. – 1 minute.
<input type="checkbox"/> <b>NB.</b> - 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 – VS77107 in the TeamMak® ‘ <i>An Introduction</i> ’ Pack – VS79310
<b>D. At The Introduction Seminar:</b>
<input type="checkbox"/> Objective: Meet the team, identify the dream, see the bigger picture, and for the business plan presentation.
<input type="checkbox"/> Take notes, and gain an understanding of the way the money works.
<input type="checkbox"/> Take care of any new prospects you have brought by making sure ‘E-After the Introduction Seminar’ is carried out with each person.
<b>E. After The Introduction Seminar:</b>
<input type="checkbox"/> I have introduced my new person/prospect to the speaker and to my other team members.
<input type="checkbox"/> I have reviewed the Dream with my mentor and with my new person at the workshop.
<input type="checkbox"/> I and/or my new person, have the TeamMak® ‘ <i>An Introduction</i> ’ pack (VS79310 – CD & literature), only with a sign-up diary date.
<input type="checkbox"/> I have met my team leaders and have edified them to my new person.
<input type="checkbox"/> I have set a ‘follow up’ phone appointment in the next 24 to 48 hours after the workshop, for questions to be answered.
<input type="checkbox"/> I have done ‘Due Diligence’ & ‘Customer experience’ – by ordering/purchasing an XS 12 pack at retail price (\$36.00).
<b>F. Follow Up Telephone Call:</b>
<input type="checkbox"/> 24/48 hours after – Answer questions, of the new person and see if you have an IBO or a customer, set a sign up appointment.
<b>G. First Meeting For New Person:</b> 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.
<b>1. Sign Up &amp; Dream Building Session:</b> - Take appropriate magazines to trigger ideas.
<input type="checkbox"/> Go through page one above to find out what they want the business to achieve for them.
<input type="checkbox"/> Create a realistic business plan in accord with the new person’s desired goals.
<input type="checkbox"/> Swap the CD’s you loaned after the workshop with 2 more from your collection.
<input type="checkbox"/> Do appropriate product demos briefly, give product experience from suggestions on attached sheet—page 4.
<b>2. Business Sign Up With <a href="http://www.Amway.com.au">www.Amway.com.au</a>:</b>
<input type="checkbox"/> Choose which pack they wish to get started with.
<input type="checkbox"/> 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.
- 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](http://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.*
- 5. Take your new IBO** to [www.myfreedom.net.au](http://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 5-Q.I.'s, 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 QI: Objective** - Over a 12-15 minute coffee invite enough of their contacts to the next workshop to meet the team.

**H. Second Meeting: - (2-3 days later)**

- Be there the same day that their business pack 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](http://www.amway.com.au) web-site to place orders.
- Create 30 PV *Ditto* 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* skin review party in first week – encourage bringing 3 friends. 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 Q.I.'s 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. Provide A Folder:** - with everything they will need to sponsor someone.

- TeamMak® QI Brochures (VS77110): - in preparation for the Quality Interview process
- Ditto 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!**

- When all else fails 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 QI prospects who attend seminars.**

**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.