

BUSINESS BUILDER TRACKING SHEET

Name: _____

Phone #: _____

E-mail: _____

Use the chart below to keep track of monthly statistics for Business Builders:

Month: _____

DATE	HOST NAME	SALES	BKINGS	GUESTS	LEADS	COMMENTS

BE PREPARED: Items you will want to have in your Business Builder folder are:
Current or upcoming incentives for hosts, current and upcoming customer specials, any new recruiting promotions, company incentives for consultants, trip incentive information, trip trackers and any incentives you are offering to your consultants.

Suggested dialogue and questions to ask during Business Builder calls:

SALES AND BOOKINGS:

How were the sales at your last few shows? Were there any outside orders?
Did you get any additional bookings? Are the bookings dated? How was the attendance?

RECRUITING/SPONSORING:

Did you share the opportunity? How many recruiting packets did you give out? To whom?
Did you set a time to follow up? Are you bringing any guests to the next meeting? (Let them know that you will be happy to call their recruit leads to invite them to a meeting or to answer any questions—three-way calling works great for this).

CURRENT PROMOTIONS:

How about that great Host Special for next month? Are your guests responding to it and booking shows? Have you been promoting the customer specials? Are you on track to earn all the new products in the current consultant incentive? Are there any new recruit leads that may want to take advantage of the current promotion?

BUSINESS BUILDING:

What is your goal for the number of shows/sales you want this month? How many shows do you have coming up? What is your plan of action to achieve your goals? What can I do to help you achieve your goals? (For example, if their goal is to hold eight shows and they currently have four, make some suggestions as to how they can add shows to their calendar ie. Call past hosts, revisit their list of 100, have a Mystery Host show in their home, etc.)

COACHING/SUPPORT:

Are you currently happy with where you are in the business? Would you like to observe another show? How can I support you? When can we talk again? (Set date) What do you want to accomplish by our next call? (Issue a challenge)

TIP: This is suggested dialogue. Not every question needs to be asked on every call. Keep the calls light and relaxed, never confrontational.