

## New Coach Checklist

Congratulations on becoming a coach! You just joined an amazing group of people in our Fit Tribe United community! We are all committed to changing the lives of others while holding ourselves accountable to our own goals. You will be the secret behind the success of OTHERS, and you will also be the secret behind YOUR OWN success.

Your first week is an exciting and action packed one! Do a little bit at a time, and you'll do great! Here's a checklist to get you going.

\_\_\_\_\_ 1. Please fill out my new coach application so I can get to know you and your goals better. <https://amyjordanfitness.com/new-coach-questionnaire/>

\_\_\_\_\_ 2. After reading the welcome to coaching letter from me, put the contact info into your phone for coach relations, my cell number, and the national wake up call. I even put in my coach ID and websites so I could easily find them. Also, bookmark your websites on your computer.

\_\_\_\_\_ 3. Set up a Getting Started Right (GSR) call with me. Text me @ the number on your welcome letter or FB message me so we can get this on the calendar as soon as possible.

\_\_\_\_\_ 4. Click the cover photo in Fit Tribe United and on the "files" section for more resources to help you!

\_\_\_\_\_ 5. Start focusing your mind on the 3 Vital Behaviors, every single day!!

1. Invite, Invite, Invite! Get out there and actively find people to join you!

2. Be proof the products work - keep publicly sharing/working on your personal Beachbody journey!

3. Personal Development

- Read at LEAST 10 pages a day. I recommend "The Compound Effect" by Darren Hardy to start.

\_\_\_\_\_ 6. Use the 7-Day Quick Start Guide to guide your first 7 days as a Coach. Please send this to me when you've finished it.

<http://images.beachbody.com/tbb/beachbodycoach/Coach%20Training/7DayQuickStart.pdf>

\_\_\_\_\_ 7. Start exploring all of your “Coach Back Office”

Sign into your Team Beachbody account > Coach > Coach Online Office. Also, start working through the Coach Training Academy (1 lesson a day). Go slow!  
Coach Online Office > News and Training Tab > Coach Training Academy

\_\_\_\_\_ 8. Become an ACTIVE coach. In order to activate your business center you just generate a minimum of 50 Personal Volume Points. To easily get those points we HIGHLY recommend Shakeology Home Direct for all coaches – it’s 90 PV points, so it easily takes care of your 50 pts needed to be active. You already have this if you took advantage of getting one of the awesome Challenge Packs (or are on Home Direct already)! Not only is Shakeology our biggest selling continuity product at Team Beachbody, but this will help you be healthier than you've ever been in your life. You can speak from the heart about how you are benefitting. Single packs are a nice option for sharing with people and when you travel!

\_\_\_\_\_ 9. Set up your websites! As a Team Beachbody Coach you have a couple of websites that you can personalize to grow your business. There are English and Spanish versions of each site too. One site is your Coach website with info about products, becoming a coach and joining you as a customer ([www.beachbodycoach/yourusername](http://www.beachbodycoach/yourusername)). The other site is specifically for Shakeology ([www.shakeology.com/yourusername](http://www.shakeology.com/yourusername)). You need to upload your picture and info so customers know it is YOUR site. Go to your online office > My Websites > Edit Beachbody Coach > English. Do the same for the Shakeology website.

\_\_\_\_\_ 10. Create a “Who Can I Help” List. We call it building your contact list. This contact List can also be found as a PDF located in the online office. Here is where you’ll write down the names and contact information of people you know. Your first action step is to build the most robust contact list on your first day and to take time daily to continue to add people to that list. Use this Memory Jogger to help you. You’ll realize you know more people than you think!

\_\_\_\_\_ 11. Where do you want your money to be deposited? Beachbody pays weekly on Thursdays, and you don't want to miss out!! By default you will be paid by paper check. This takes some time and you will be charged \$2.50 per check. Save time and money by setting up direct deposit, it's easy! Just go to the My Business section in your online office and choose My EFT Management to enter your bank account info.

\_\_\_\_\_ 12. Preferred Placement: Set Preferred Placement (when sponsoring New

Coaches). Always set your preferred placement to "right" or "left", never to First Available or Weak leg first available. This allows your team to help each other better. Go to your online office, my business, set preferred placement, and choose RIGHT or LEFT. As you get closer to signing up coaches, we can talk more about how to choose a leg effectively.

\_\_\_\_ 13. Challenge Your Friends! We've found that for many customers, being part of a Challenge Group provides the daily motivation necessary to achieve their health and fitness goals. Not only that, the Challenge Pack sales you generate with your Challenge Group will get you started earning money right away. You'll be blown away at how these can incredibly grow your paycheck too! Consider when you'd like to start leading your own challenge group, and if you'd feel more comfortable running your first group with someone else or on your own.

\_\_\_\_ 14. Commit to the National Coach Call every week! It's very important to learn from the top coaches in the company (see welcome letter for phone numbers, podcasts, timing, and tips).

\_\_\_\_ 15. Have a "grand opening" for your business on your social media pages. This is where you will tell people that you're a coach, what you've gotten out of your journey so far, why you want to be a coach, and how you can help them. Feel free to send me your "rough draft" if you would like some eyes on this before you post it.

\_\_\_\_ 16. Have Fun! It is not our job to "sell" or convince people. It's our job to share our passion for living a healthy fulfilling live. Our amazing workouts, community and Shakeology help people achieve that. Keep it real, personal and stay consistent with the 3 Vital Behaviors and use the Business Tracking tools (found by clicking the Fit Tribe United cover photo). You will be on your way to a solid business before you know it! This is such a rewarding and fun business that is yours! Thank you for helping so many people change their health and change their lives with Team Beachbody. We look forward to helping you achieve your goals and dreams!

\*\*\*Just dive in. Don't be scared. Take risks. Learn something new, every day!\*\*\*

I'm glad you're here!