

# New Partner Checklist

PARTNER NAME:

JOIN DATE:

## TO DO LIST:

- Send a Welcome text, email, or message. Let her know:
  1. Her 1st steps are on her Getting Started Checklist (in her Welcome Email and Join Collection)
  2. Encourage her to start the New Partner Training (via QR code on the white folder in Join Collection)
  3. Invite her to your team's next meeting
- Add her to your team group chat
- Remind her again to join her first team meeting
- Send her a link to book 30 min call after doing training
- Get her launch event on the calendar
- Connect with her 48 hrs of her launch event to support
- Attend her launch event (if possible)
- Connect with her post-event to encourage

## ENCOURAGE HER TO GOALS & REWARDS:

When you check her numbers weekly, encourage her when she's close to achieving each of these rewards:

- \$300 in one month:  
*join Artisan Partners for exclusive call!*
- \$300 by 15th of month:  
*early access & discount to Hope Mail*
- \$500 by 15th of month:  
*early access & discount to Lookbook Ch*
- Sold 1st \$1,000:  
*\$100 Trades of Hope coupon*
- \$1,000 in a month:  
*a thank you postcard from the founders*
- \$1,000 for 3 months in 1 Quarter:  
*join a live Q&A with Artisan Partners!*

## CHECK HER NUMBERS:

Takes 5 min of your time.

- Week 1: Look at her sales, sponsoring, and party #'s
- Week 2: Look at her sales, sponsoring, and party #'s
- Week 3: Look at her sales, sponsoring, and party #'s
- Week 4: Look at her sales, sponsoring, and party #'s

### You can't grow what you don't measure.

Look at her business's numbers just once a week so you can cheer her on in her goals. It also tells her that her work is important to you.

## WEEKLY MESSAGE:

Takes 2 min of your time.

- Week 1: "How can I help you this week?" Support/motivate
- Week 2: "How can I help you this week?" Support/motivate
- Week 3: "How can I help you this week?" Support/motivate
- Week 4: "How can I help you this week?" Support/motivate

## PERSONAL NOTES: