

The Communication Log: Your Professional Follow-up System

The “Communication Log” is a key part of using your time effectively to build your STEMTech business. Print out a master copy of both sides of the “Communication Log” and the “First Contact & Follow Up Log” (see appendix).

Purchase a 3 ring notebook with a 1 ½ - 2 ½ inch binder and tab dividers for A-Z, 1-31 and Jan-Dec. When you NOTIFY a new person and they say “Yes” they have time now to see what you are doing, you should fill out a “Communication Log”. This way you can easily to keep track of your activity with that individual.

File the “Communication Log” by last name in the A-Z section of your notebook. Take copies of the “First Contact & Follow Up Log” and insert one between each of the 1-31 tabs representing each day of the month. Put the month tabs in the back of your book and for each month print out a one page calendar and put one in for each months tab.

When you schedule a callback, write it on the First Contact & Follow Up Log for the day of the call back; if the call back is more than a month away, go to your month tabs and put the name in whatever day of the month you decide upon for the follow up call for the future month. Keep the “Communication Log” in the A-Z section at all times.

When you are ready to start a new 30 day cycle, check the names on the next months tab and now move them to your “First Contact & Follow Up Log” for that day. If you use this system everyday, you will not lose track of people who could potentially become your next Super Star.

Stay On Track:



Stay on Track with the “Why” you created in the beginning of this workbook. Don’t let the pressures of the day derail you. Always feed your mind with the positive input from any source such as motivational or inspirational books or CD’s. Don’t let life get in the way of living the life you want.

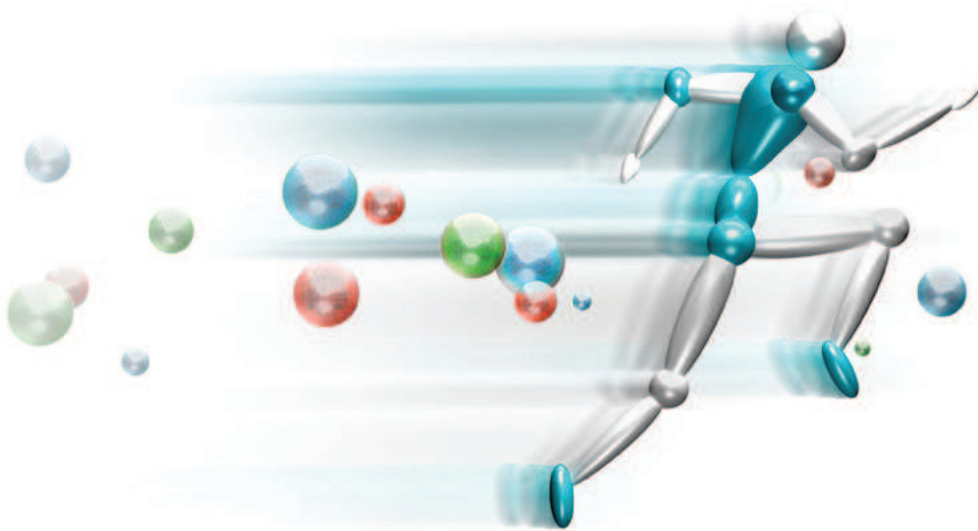
Stay Organized. Have a portable file box or other filing system for all your company STEMTech materials, i.e. applications, order forms, expense receipts, etc., so you can locate them when you need them.

With this workbook, you have created a schedule with dates and action steps to accomplish your goals. Stick with your schedule. You also made promises to yourself...keep them. It’s OK to readjust if you need to. Learn to ‘employ yourself’. If it helps, treat your new business like a part-time job.

If you are starting your STEMTech business part-time, read what Jim Rohn has to say, “You work your job from 9-5 and after 5 you’re building your fortune”.

Congratulations!

Now you are ready for the “Action Planning Session”. You may have already scheduled this with your enroller when you completed your “Quick Start Guide Check List.” **Call your enroller and confirm or make your appointment today.**



“ *Once you have done the work, there comes a point you have to throw yourself into action and put your heart on the line. That means not only being brave, but being compassionate toward yourself, your talents, and your dreams.* **”**

-Phil Jackson, 9-time NBA Champion Coach

Appendix Weekly Schedule – Work Sheet

When you have filled out the calendar, fax to your upline coach.

Date	/	/	/	/	/	/	/
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7am							
8							
9							
10							
11							
12pm							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Proven 4-Step System™ COMMUNICATION LOG

Best Time _____ PST. MST. CST. EST. State _____ Name _____ Spouse _____

Source _____ Date _____ Time ____ AM/PM Phone (H) _____

Cell/Office _____ CID _____



E-mail _____ 1234 567 8910

Address _____ City _____ State _____ Zip _____

Income desired per month? \$300-\$500 \$500-\$1,000 \$2,000-\$5,000 \$7,500-\$10,000 \$10,000+

What is your interest level? I'm ready Let's go Extremely Interested Mod. Interested Have Questions

How many hours per week? 3-5 5-10 15-20 Full Time Whatever it takes

What are you interested in? Money Health Both **How did you hear about us?** _____

Have you been involved in MLM before? Y/N If yes, was it: Part-time or Full-time

What Companies? _____

How many years? _____ **What was your best success?** _____

What was your largest group? _____ **What system did you use?** _____

Other companies currently looking at? _____

How long have you been looking? _____

LM	____ / ____	Day	ML	____
LM	____ / ____	Day	ML	____
Email	____ / ____	Day	ML	____
LM	____ / ____	Day	ML	____
LM	____ / ____	Day	ML	____
Email	____ / ____	Day	ML	____
LM	____ / ____	Day	ML	____

Step 1 _____ Date _____ Step 2 _____ Date _____

Step 3 _____ Date _____ Step 4 _____ Date _____

3 Way w/Upline _____ Date _____

Follow up E-mail sent ____ / ____ / ____ TeamSTEMTech.com Date _____

Next Action _____

Notes / Health _____



1234 567 8910
(LM = Left Message)
(ML = What message was left)

Follow up Activity: E-MAIL CALL WELCOME CARD PERSONAL MEETING OTHER _____

Enrolment Packages: FastStart Manager Senior Manager Director ProPack \$35 plus ___ Bottles

Enrollment Date ___ / ___ / ___

Quick Start Guide: ___ / ___ / ___

FOLLOW UP CALLS AFTER SIGN UP OF DISTRIBUTOR OR NEW CUSTOMER:

Product Arrives: ___ / ___ / ___ Spoke To: _____ Left Message: _____

How they feel: _____

_____ Testimonials _____

Day 3: Actual Day ___ Date ___ / ___ / ___ Spoke To: _____ Left Message: _____

How they feel: _____

_____ Testimonials _____

Day 5 or 7: Actual Day ___ Date ___ / ___ / ___ Spoke To: _____ Left Message: _____

How they feel: _____

_____ Testimonials _____

Day 11: Actual Day ___ Date ___ / ___ / ___ Spoke To: _____ Left Message: _____

How they feel: _____

_____ Testimonials _____

Day 15: Actual Day ___ Date ___ / ___ / ___ Spoke To: _____ Left Message: _____

How they feel: _____

_____ Testimonials _____

21st Day: Actual Day ___ Date ___ / ___ / ___ Spoke To: _____ Left Message: _____

How they feel: _____

_____ Testimonials _____

28th Day: Actual Day ___ Date ___ / ___ / ___ Spoke To: _____ Left Message: _____

How they feel: _____

_____ Testimonials _____



Proven 4-Step System™ First contact & Follow Up Log

Date: _____ Day: _____

6 - 12 AM

1st Contact

Follow Up

Names

12 - 5 PM

1st Contact

Follow Up

Names

5 - 11 PM

1st Contact

Follow Up

Names

Step 3 Conference Call Reminder

Training Call Reminder

Product Follow Up

Names

1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____