

Begin.

mentor checklist

This is your master checklist for whenever you enroll a new builder

- ☐ **Call #1: Welcome + Membership Overview:**
 - ☐ Back office: package tracking, live chat, point out [doTERRA University training vids](#)
 - ☐ Share Program
 - ☐ LRP - discuss a 3 month LRP plan with them
 - ☐ Suggest they order a copy of The [Essential Life Resource Book](#) and/or the [Modern Essentials App](#)
 - ☐ Have they been to a class yet? If not - give them [Ange's Intro to Oils Webinar](#)
 - ☐ **Setup Call #2 before you hop off**
- ☐ Welcome them! to [Biz Facebook group](#) {point out pinned post at top of page} + [BEGIN Facebook group](#)
 - ☐ *NOTE: You can mentor your new builder through the BEGIN program 1:1 **OR** connect them to a group mentor program happening through your upline {if you are a Solid ELITE yourself - you will likely want to consider starting up your own BEGIN group mentor program soon! {next pg}}
- ☐ **Call #2: Biz setup:** {this call will likely be about an hour}
 - ☐ Plan weekly call time for the next 4-6 weeks. Keep notes during calls to refer to on next call
 - ☐ Review prep section of BEGIN program. [CLICK HERE](#) to view the BEGIN program content
 - ☐ Setup their replicated doterra website [{here is an example}](#)
 - ☐ Review pinned post of links at top of Biz Facebook Group
 - ☐ Let them know about HOL:FIT Monthly Biz Jam on the first Wed of month at 1pm EST. [LINK](#)
 - ☐ Review their personal tracking system for leads/contacts
- ☐ **Call #3:**
 - ☐ Review their completed prep work for BEGIN
 - ☐ Review their Product + Biz Story
 - ☐ Review their 'Chat with their Heart' worksheet. **What is their 3-6 month goal? 2yr vision?**
 - ☐ Have they ordered their supplies yet? {The Essential Life Book, samples, usage guides}
- ☐ **Call #4: Review Month 1 of BEGIN Program**
 - ☐ Switch to bi-weekly calls this month
 - ☐ Give them a video(s) and 1-2 actions to take before next call time
 - ☐ TIP: It is so important that you break down the training for your mentee as you see fit. ie) Some new builders will be eager to start teaching right away while others may not teach their first class for 2 months. Be **Situational** in your mentoring and give them the appropriate trainings from the BEGIN program
- ☐ **Continue bi-weekly calls** through Month 2 of BEGIN Program
 - ☐ Continue giving them 1-2 videos and 1-2 actions to take prior to next call.
 - ☐ Offer to be on a 3 way call with your mentee and a new WA to model the welcome call
- ☐ **Continue bi-weekly calls** through Month 3 of BEGIN Program
 - ☐ They should be planning to hit either [ELITE](#) or [PREMIER](#) this month. - strategize with them and ensure they are using a Rank Goal Worksheet! [{CLICK HERE}](#) for spreadsheet version}
 - ☐ Offer to be on a 3 way call with your mentee and a prospective builder to discuss the biz
- ☐ Transition your mentee to **1 x month calls** timed at the very start of the month.
 - ☐ Have them complete their [Biz Heartbeat Sheet](#) & [Rank Tracker](#) for you prior to this monthly call
 - ☐ Add them to your Team Mentor Calls {if you have a group call happening or your upline does}

On the next page we have provided you a checklist for facilitating the BEGIN program with a group...

Begin :: A 90 day program for creating momentum in your biz

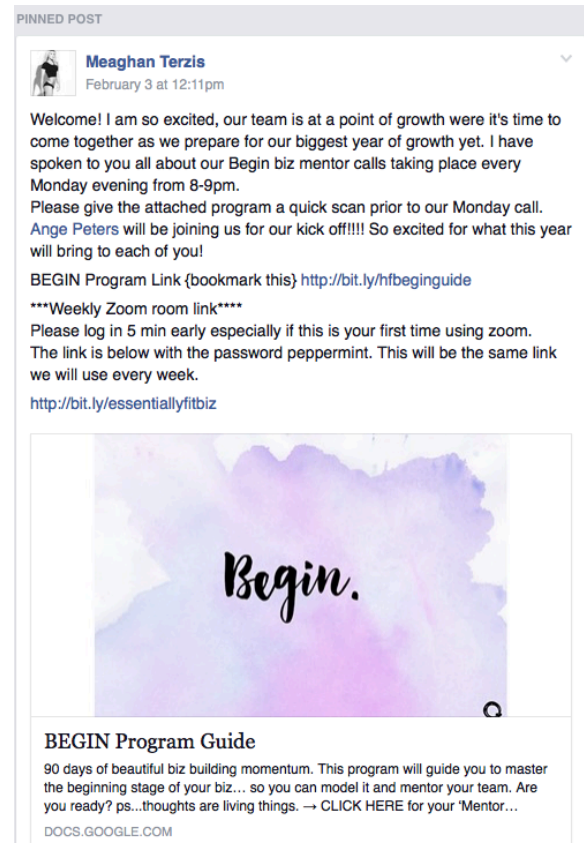


When you are a solid ELITE rank yourself and have at least 3 people in your downline that are ready to build - you will want to start up your own BEGIN group mentoring session. And truly - you will want to consider leading a weekly call for the next 1-2 years for your team. This will establish yourself as a leader and provide a forum for your team to gather weekly. You might run the 3 month BEGIN program 2-3x a year. And then outside of running this - your weekly call time can be structured around a topic your team needs or just more of an open forum.

[CLICK HERE](#) for some ideas on what to share during the weekly calls you lead

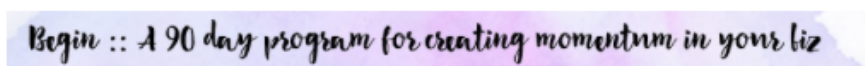
Here are the steps you'll want to take to setup for your BEGIN group mentor sessions:

- ❑ Decide on a weekly call time {most people do evenings at 7p, 8p or 9pm}
- ❑ Create an account on www.zoom.us You can use it for free if you don't think your calls will go longer than 40 min OR do what most of us have done and pay the \$14/month to have unlimited time for up to 50 people. [CLICK HERE](#) for a library of Zoom Tutorial Videos to help you become familiar with this platform
- ❑ Create your Meeting Room link. You may want to copy/paste this long link into bit.ly to shorten and customize it {you'll use this same link each week}
- ❑ Create a private Facebook Group for your team to join
- ❑ Create a welcome message and **pin it** to the top of this group {see example to the right ---->} **In this message you'll want to provide the BEGIN program link and your zoom meeting room link.**
- ❑ Personally connect with + invite builders to join you in this group mentor program. Once they've confirmed their interest - add them to this created Facebook group



The BEGIN program eBook serves as the foundation for these calls for the next 3 months. As their leader - you can choose to spend more or less time on certain topic based on what you feel your team is needing. Each week - you'll want to begin by inviting 1-2 people to share their key success or challenge from the previous week (10 min). Then spend about (30 min) discussing the content for this week (**give them 2-3 key items/worksheets/recordings to work on in the following week**). And then wrap up with Q + A for the last (10 min).

You will want to record each call within zoom. Zoom will process it after you end your meeting and will send you an mp4 file. Upload this mp4 file to youtube and make it unlisted. Share this link with your group and let them know they only have 1 week to watch the recording. Each week before you begin that week's call - go into youtube and make the previous week's recording "private" so it can only be viewed by people you choose to show it to.



But most of all HAVE FUN!!!

This is the most incredible business opportunity on the planet - where your success is directly linked to your self care, your personal development + mentoring others!



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