Let’s make the most of your **Business Buddy** experience each month! This form is designed to help add value to your partnership.

**This form should take under 10 minutes to complete and** is designed to help you come up with concise and thoughtful prompts for conversation.

**I recommend the following process.**

1. **Fill out your side** of the form
	1. **email it** to your Buddy for them to complete, or
	2. **call your Buddy** to fill out their side.
2. Hop on a call to discuss and **set up your plan** for the month- i.e. your actions, your goals, your check-in dates, etc.
3. **Check in each week** to be sure they’re taking their action steps, and vice versa.

***Your goal should be to be the most supportive and enthusiastic Business Buddy you can be!***

**Contents**

* [Buddy Info](#_Buddy_Info)
* [FAQ’s](#_FAQ’s)
* [About (You and Your Buddy)](#_About)
* [Month in Review](#_Month_in_Review)
* [Upcoming Month](#_Upcoming_Month)
* [Our Check-ins](#_Our_Check-ins)

# Buddy Info

|  |  |  |  |
| --- | --- | --- | --- |
| **Info** | **Buddy 1** | **Buddy 2** | **Buddy 3** |
| Name |  |  |  |
| Phone |  |  |  |
| Email |  |  |  |
| Time Zone |  |  |  |
| Other info |  |  |  |

# FAQ’s

**Once this form is completed and we have an initial call together, what should a Buddy check-in look like?**

The Business Buddy partnership is designed to be an accountability partnership. So it’s important that you have a general understanding of your Buddy’s business so you can support them best.

This new partner is somebody you can run ideas by and share your professional experience with.

**I recommend using the following prompts as a bare minimum for your weekly check-in**

* **What’s going** on in business lately?
* **How are this week’s actions** going for you?
* **What commitments** are you setting that I can check in on next time we chat?

***Feel free to go the extra mile with these prompts!***

* **What is a win** from within the past week?
* **What kind of challenges** did you face?
* **Anything you want to talk about** and get perspective on?

Remember, your Business Buddy relationship goes both ways! You aren’t expected to solve any problems here, but you simply asking these questions can make a big impact for your partner!

**Do I have to fill out this form every month?**

I highly recommend encouraging your Buddy to complete the form to get the ball rolling. I believe that if you complete the form as well, you can show up with the utmost focus and foundation for a productive conversation. Furthermore, visiting the prompts each month will help you explain your business and offers better… Practice, you know?

But, whether you use the tool is up to you.

**Am I expected to coach my Buddy and provide solutions to their problems?**

No. Every Buddy shows up with a different skillset and mission, so some Buddies go beyond the call of duty and help troubleshoot each other’s business experiences. That said, simply **showing up curious, interested, and engaged**, can actually be very helpful for your partner.

When you explore these topics, you may find that your Buddy has a resource, referral, or recommendation for you that suits your needs. If you’re seeking fresh perspective on something you’re experiencing in business, this is the person to run that by!

**What if I don’t hear from my Buddy or I end up not wanting to talk with them?**

The Buddy program is designed to help you build a deeper connection with your fellow ELITE partners. If for some reason **you aren’t able to make contact,** or you prefer not to work with your partner, contact me directly. EMAIL

# About

|  |
| --- |
| **About You and Your Buddy**Please be brief. Write your answer within a couple sentences and practice explaining within 30-seconds or less. **Completing your side ahead of time will help you stay on topic, so you get the most out of the conversation.** |
|  | **Buddy 1** | **Buddy 2** | **Buddy 3** |
| Explain the **business** in focus for this month in under 30 seconds. |  |  |  |
| Give an overview of the **main offer** you’re focusing on in under 30-seconds |  |  |  |
| What do you consider a **good client**? Who should I refer your way?*Explain in under 30-seconds* |  |  |  |

# Month in Review

|  |
| --- |
| **Month In Review**Please be brief. Write your answer within a couple sentences and practice explaining within 30-seconds or less. **Completing your side ahead of time will help you stay on topic, so you get the most out of the conversation.** |
|  | **Buddy 1** | **Buddy 2** | **Buddy 3** |
| Walk me through **the past month** in under 30 seconds. |  |  |  |
| What are some **successes** from the past month?*Explain in under 30-seconds* |  |  |  |
| What are some **struggles** you faced the past month?*Explain in under 30-seconds* |  |  |  |

# Upcoming Month

|  |
| --- |
| **Upcoming Month**Please be brief. Write your answer within a couple sentences and practice explaining within 30-seconds or less. **Completing your side ahead of time will help you stay on topic, so you get the most out of the conversation.** |
|  | **Buddy 1** | **Buddy 2** | **Buddy 3** |
| What metrics will you **impact** this month?***Consider these…***LeadsAppointment setsClosed dealsRevenue, etc. **Attach a # to your goal.***Explain in under 30-seconds* |  |  |  |
| **What actions** will support this goal? |  |  |  |
| How can your **Business Buddy** support you best?*Explain in under 30-seconds* |  |  |  |

# Our Check-ins

|  |
| --- |
| **Our Check-ins** |
|  | **Buddy 1** | **Buddy 2** | **Buddy 3** |
| **When** can we check-in? (Ex. Every Monday at noon) |  |  |  |
| **How** will we check-in? (Ex. By phone, text, email) |  |  |  |
| What will be the **duration** of our calls? |  |  |  |
| Is it okay to **randomly text or call?** Any certain hours? |  |  |  |
| Is anything coming up this month that could throw you off track? Travel, medical, etc. **How can you prepare** so it’s not a disruption?*Explain in under 30-seconds* |  |  |  |

Remember, the entire point of the **Business Buddies** program is that you have somebody in the ELITE community to build a deeper connection with throughout each month. Show up curious, interested, and ready to support your new Buddy!