

Referral Partner Networking Checklist

Use this checklist form to stay on track when you network and start building your team of business referral partners.

Networking Checklist

Step 1. Objective.

Examples: Recruit partners to the challenge, Invite affiliates to the challenge, Make influencers a challenge...

Keep your objective in mind as you follow this process.

Insert your objective in the text box below.

Now that your objective is clear, we need to seek the right partners to network with. Locate social groups where your best potential candidates are active.

Group Examples: Online Marketing, Networking, Affiliate Marketing, Lead Generation, Influencers, Business Opportunity, Make Money Online, Direct Sales, Self Development, Entrepreneurs, Sales Development Representatives (SDR), High Ticket Closers, MLM, Outsourcers, Remote workers, Business Development, Lead Gen, Internet Marketing, SEO, Web Traffic, Info Marketing, Virtual Assistants (VAs), etc...

Step 2. Insert your group type in the text box below.

Next we begin the process of networking. Look for active members in the groups that you join. If they look like a fit, send them a friend request or connection request. 10-20 per day. Facebook and LinkedIn are good sites to start.

Check Box **Step 3. Sent Friend Requests**

Each time you finish these tasks, print this form as a PDF and save as proof.

Like, Laugh, Love, Comment and Share the content of the best potential candidates. Make deep and meaningful comments. (Add Value)

Check Box **Step 4. Interacted with new friend's content.**

After engaging with new prospects for 3 – 4 times over a couple of days, it is time to inbox them with a polite message of greeting, compliment, or introduction. Show genuine interest in their well being and success. Never copy and paste, type out your messages. Start a real conversation about them and their interests.

Check Box **Step 5. Inbox new prospects.**

Add valuable content to your own profile. Use a variety of formats. For example you can use plain text, images, memes, GIFs, videos, tips, curiosity posts, lifestyle, blog post shares, article shares, etc... Saturday, Tuesday, Thursday, mornings between 7 AM and 11 AM.

Check Box **Step 6. Content post 3-5 times per week.**

After consistent action for 7 days, choose a prospect to invite to take the challenge. “We're looking for referral partners to take a challenge that helps people go from zero to \$100k MRR in 12 months or less using a new, simple side gig. We provide all the resources, training, and opportunities. Would you like to see a 4 ½ minute video about how that works?”

Check Box **Step 7. Shared your challenge page with new prospect/s**

After someone 1. watches the videos, 2. joins the group, and 3. takes the quiz, this will produce test results and trigger an email autoresponder sequence that lays the foundation for success and gives us important topics to discuss. Check to be sure they have done those three things and follow up a day later using the original communication method used before.

Check Box **Step 8. Review test results and check for email subscription.**

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Team Building Checklist

Follow up with them after they get the gift. Ask if they would like to go over their answers from the quiz on a facebook voice or phone call. Schedule a time. And tell them that you would like to work with them to be their accountability partner in networking and team building. By working together, both of you will have more success. Set an event in your Google Calendar and invite them to the event.

Check Box **Step 9. Followed up with inbox message, scheduled event.**

On the call, go over each answer from the quiz and explore their goals and motivation deeper. Try to get down to their driving purpose. Make notes about each answer for review and success follow up. This is where true relationship begins. Take their success personally. Hold them to account for what they should do. End call by setting a time for the next follow up to brainstorm their success. Set an event in your Google Calendar and invite them to the event.

Check Box **Step 10. Followed up with a voice call, scheduled event.**

On this next call, see what level they would like to work with you. There are several different opportunities that they could potentially get involved with you in. After small talk and progress review, ask if they are ready, willing, and able to commit to a high value business referral partnership. By this time, they should have received emails promoting a couple of your partnerships. End call by setting a time for the next follow up. Set an event in your Google Calendar and invite them to the event.

Check Box **Step 11. Followed up and invited to partnership, scheduled.**

Continue to have regular update meetings to answer questions, solve problems and help with their team building and social networking. Take an active role in their progress and success. End call by setting a time for the next follow up. Set an event in your Google Calendar and invite them to the event.

Check Box **Step 12. Regularly scheduled update meeting, scheduled.**

Each time you finish these tasks, print this form as a PDF and save as proof.