

# Getting Started Checklist

## Here are some things that you can do as a sponsor to help your new associates get paid and promoted and build a successful Pre-Paid Legal business.

- Your first goal with every new associate is to get them paid and promoted to the Sr. Associate level as soon as possible. Everything you say and do should be helping them towards accomplishing this goal.
- Have them go to [www.succesteamsite.com](http://www.succesteamsite.com) and click on the button new associates start here. In this area they can do the following:
  1. Download the Getting Started Docs
  2. Register with the team email list
  3. Order a FREE exposure website
  4. Listen to the Getting Started Call 212-990-6147
- Assist them in setting their business goals. Be sure they understand any bonuses available and the time frames required for them.
- Plug them into their local business briefings, trainings and regional Super Saturday events. These events are listed at [www.prepaidlegal.com](http://www.prepaidlegal.com) I would suggest emailing them their local business briefing info. Remember it's up to you to help them get in the habit of attending their weekly briefings.
- Plug them into the weekly team call on Monday's at 9:00 PM CST The number is 605-475-6900 pin number 111815# Call or text them each week and remind them about the call. They can listen to a playback of this call online at [www.succesteamsite.com](http://www.succesteamsite.com) or by calling 605-475-6950 pin number 111815# Recording number 1000#
- Encourage them to attend the National Convention, Team Trainings, and any other regional event such as a Super Saturday or Advance Product Training. These events help show them the BIG picture. Details of all events are available at [www.prepaidlegal.com](http://www.prepaidlegal.com)
- Be available to do their first Private Business Reception (PBR) Set a date for this right away. Let them know that they are a priority to you.
- Teach them about running the bases. Making exposures, follow-up and three-way calls. Be available for 3-way calls with their prospects. Call your associates and let them know that you are available for them.
- Get them plugged into personal development. Do they have a copy of The Slight Edge, Power Training CD's and Jim Rhone Getting Started CD. All of these items are available at Video Plus at 800-388-3884 or under "Order Tools" at the team site.
- Be sure they know how to complete a membership application and associate agreement. Be available to help them complete their first membership/associate sales.
- Encourage them to use their own personal membership. Just like any member that you have written follow-up to be sure they have completed their will and have used the membership.
- Assist them with the licensing process if they live in a license state. Be sure that once they receive their license that it is submitted to Pre-Paid Legal.
- Recognize them! Once they produce their first membership or recruit their first associate be sure to pour on the recognition! Once they advance to Manager, Director, etc you can order them a plaque from the team site. Personal Development items are great gifts for recognition.
- Teach them about the Four Core disciplines. Attend a Weekly Briefing and Training, Do at least two exposures everyday, Do One PBR Every week, Plug into personal development.