

Diamond Club Planning Checklist

Welcome to Diamond Club!

The next four months will push you to new levels of success. Fully commit to reaching your business goals before you start, and talk with your family to make sure they are onboard. You will be busy, so make any necessary childcare and meal arrangements beforehand to help things go smoothly at home. Connect with each of your key leaders to map out a plan for travel, goals, and expectations during Diamond Club. Book flights and schedule reminders to book subsequent flights.

Use this checklist to stay on track.

	Month 1					Month 2					Month 3					Month 4					
HOME	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	
Partner prepped																					
Babysitter scheduled																					
Meals arranged																					
TRAVEL																					
Travel expenses budgeted																					
Accommodations set up																					
Flights booked																					
Out of area requirements met																					
Receipts collected																					
Reimbursements submitted																					
CLASS PREP																					
Local events planned																					
Out of Area events planned																					
Natural Solutions handouts purchased/ on hand																					
Live guides purchased/on hand																					
Share guides purchased/ on hand																					
Oil sample purchased/ on hand																					
Host gifts/incentives prepped/on hand																					
New classes booked from classes																					
Class attendee list submitted																					
Event details submitted																					
NEW CUSTOMER SUPPORT																					
Lifestyle Overviews/ custom plans completed																					
Loyalty Rewards Program follow-up held																					
DIAMOND CLUB SUPPORT																					
Goal/Accountability call																					
Monthly conference call																					
Reimbursement webinar																					