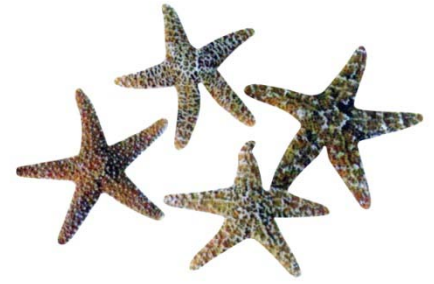


Manager Checklist

Manager is my final role. I am responsible to the team for scheduling and coordinating the team calls and assuring that the legacy of the system continues on into generations of Junior Associates. I fulfill this role 36 times.



ENJOY THE PRODUCTS DAILY

WELCOME NEW JUNIOR ASSOCIATE:

- Send Welcome Letter** (Form 09) to new Junior Associate **within 48 hours** of receiving their My Life in 12 Months and My Teams forms.
- Schedule new Team's weekly Team call** "day and time" **within 48 hours** of receiving new Junior Associate's forms. The first weekly team call will take place the first week of the month following their registration. Schedule calls to last 15 -20 minutes. Retain the same day and time and the same conference call number if possible. Free 24/7 conference calling numbers are available by registering online at www.freeconferencecall.com or www.qualityconferencecall.com.

FACILITATE TEAM CALLS AND BLITZ:

- Coordinate all Team calls following the instructions in "Content of the Team Calls"** (p.8 of The System). Note special instructions regarding the first team call of the month.
- Initiates The Blitz!** on the Team call closest to the 20th of each month if any team member does not yet have their partner. (See "I CAN Blitz!" in *I CAN Program Manual*, p. 9 of The System.)

INVITE NEW PARTNERS:

- List 10 names on the Monthly Contact Manager** (Form 06) at the end of each month, and place behind the tab for the next month's activities.
- Begin contacting these potential partners** the first week of the new month.
- Follow through with potential partners** from previous months as well as new contacts.
- Plan 4-6 hours each week** sharing and inviting and record on *I CAN Plan My Schedule* (Form 9).

WEEKLY TEAM CALLS:

- Participate in weekly Team Calls**, fulfilling your roles on specific teams each month.
- Participate in the Blitz!** to support other team members when necessary.
- Record all new Jr. Associates** and the related Team Call on the appropriate *Group Members Sheet* (see *Table of Contents*).
- Prepare a Team Call Worksheet** (Form 08) at end of month for each new Team call for the following month, and place behind tab for next month's activities. Record all Team calls on *I CAN Plan My Schedule* (Form 07).

Note: After the 11th month of participation in the Program, an Associate will no longer fill this role, only that of Referring Senior Associate.