

One-on-One Meeting Planner

Get to Know Your Members and Increase Your Referrals

Use this One-on-One Dance Card Planner to plan and conduct your One-on-One Dance Card meetings. Keep original copies of your worksheets, ready to fax or email to the person you will meet with next. The worksheets you can use include the Member Bio Sheet, Contact Sphere Planning Worksheet, GAINS Worksheet and Last 10 Customers Worksheet. If you need more copies of these worksheets, contact your director.

(909) 608-7575
www.bni.com

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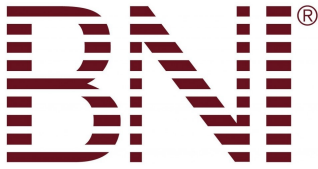


One-on-One Dance Card Planner
 BeSystematic and Increase Your Referrals

	Date/Time	Partner	Location
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Week 16			

The *One-on-One Dance Card*, really just a way to schedule one-on-one meetings, is a great tool to use to get to know members of your chapter – outside of your regular meetings! The better rapport you have with each member, the more referrals you will both be able to give to each other. By systematically developing your relationships with each other, you will also be systematically developing your referrals in future meetings! Use the planner above to schedule your one-on-one meetings.

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One-on-One Dance Card Planner

It's as simple as scheduling one meeting a week with one of your BNI members!

1. Set Time and Date

- Your office or theirs (preferred)
- Restaurant or Coffee Shop

Pick a time to meet! It is better if you meet at your dance partners office because you can learn more about their business.

2. Prepare Your Worksheets

- Bio Sheet
- GAINS Worksheet
- Last 10 Customers Worksheet
- Contact Sphere Planning Sheet

Take the time to prepare your Dance Card Worksheets. The worksheets will help you share important information with your dance partner about your business and how to find referrals for you.

3. Exchange Information Before the Meeting

Fax or email your four worksheets to your dance partner before your meeting. If you are meeting with many members of your chapter, keep the originals handy, and fax or email them to the next person on your list a week ahead of time.

4. Bring Worksheets to One-on-One

Bring the same materials to your one-on-one meeting that you faxed or emailed earlier. You can also bring other materials that will help you help each other. For example, you can bring testimonials from your customers or your rolodex to share if appropriate.

5. Meet with Your Dance Partner

Meet with your dance partner and learn as much as possible about how to find referrals for them. Use the worksheets as a way to get started.

6. Commit and Agree on Goals

- One short-term referral
- One long-term referral
- Invite prospects from your dance partner's "Contact Sphere Top 3"
- Meet again

Make a commitment to help your dance partner with referrals, both short-term and long-term. At the same time, invite prospective BNI members from their Top list to help them build their network through BNI and their Contact Sphere. If you met at someones office, plan to meet at the other persons office next time.

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Member Bio Sheet

Our Speaker: _____ **Date:** _____

BUSINESS INFORMATION

Business Name: _____

Profession: _____

Location: _____ **Years in This Business:** _____

Previous Types of Jobs: _____

PERSONAL INFORMATION

FAMILY INFORMATION:

A. Spouse _____

B. Children _____

C. Animals _____

Hobbies: _____

Activities of Interest: _____

City of Residence: _____ **How Long?** _____

MISCELLANEOUS

My burning desire is to _____

Something no one knows about me: _____

My key to success: _____

Goals

Goals are the business or personal objectives you want or need to meet for yourself or the people who are important to you. You need to define your goals and have a clear picture of the other persons goals. The best way to build a relationship with someone is to help them achieve their goals!

Goals

Accomplishments

People like to talk about the things they are proud of. Remember, some of your best insight into others comes from knowing what goals they have already achieved. Your knowledge, skills, experiences and values can be surmised from your achievements. Be ready to share your accomplishments with the people you meet.

Accomplishments

Interests

Your interests can help you connect with others. Interests are things like playing sports, reading books and listening to music. People like to spend time with those who share their interests. When you and your network source share the same interests, it will strengthen your relationship.

Interests

Networks

You have many networks, both formal and informal. A network can be an organization, institution, company or individual you associate with.

Networks

Skills

The more you know about the talents and abilities of the people in your network, the better equipped you are to find (and refer!) competent affordable products and services when the need arises. And when youre trying to roundup business opportunities, the more people know about your skills, the better your chances!

Skills

How well do you know the people you want to include in your network? Chances are you have a little homework to do. Spend more time with the people you already know and concentrate on learning these five essentials their goals, accomplishments, interests, networks, and skills. Make sure you give back the same kind of information. The more they know about you, the faster your name will come to mind when an opportunity arises in which your products, services, knowledge, skills or experience might play a part.

*Contact Sphere***Contact Sphere
Top 3!**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Contact Spheres are made up of business or professions that naturally provide a source of referrals for one another. They are in somewhat related but non-competitive businesses. Businesses in the same Contact Sphere have a symbiotic relationship in that they support and enhance one another.

What three professions would help you # round out your # contact sphere?
(write them down in the space below)

Make a commitment to your dance partner to help fill their Contact Sphere by inviting people to BNI that are in their TOP3!

Last 10 Customers

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

List your last 10 customers. Think about how you can increase the referrals you receive by helping your dance partner understand how to find you more customers like these! Were these customers in a certain kind of business or market? Were these customers in a specific position that you are targeting? Are there other specific companies that you are targeting that are similar to these?

Note: Some professions have confidentiality requirements; if you are in one of these professions you can describe the qualities or characteristics that make your best customers your best customers.

Notes on Customers

- ü Where did they come from?
- ü What did you do for them?
- ü Are these average clients?

Make notes in the space below about your last 10 customers.

Notes on Referrals

- ü What are other referral sources?
- ü What are good referrals?
- ü What are bad referrals?

Make notes in the space below about referrals.