

## One to One Meeting Worksheet

This worksheet is designed to get the most out of your one-to-one meetings. Taking notes and listening to your partner will lead to getting better quality referrals for your BNI Members! Remember, Giver's Gain!

Chapter Member \_\_\_\_\_ Date \_\_\_\_\_

1) Tell me about your goals with your company. \_\_\_\_\_

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2) What are your accomplishments with them? \_\_\_\_\_

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3) What are your strengths with in the company? \_\_\_\_\_

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4) Describe 3 of your best clients. \_\_\_\_\_

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5) Who are your contact sphere professions not in the chapter yet?

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6) Are you comfortable with your infomercial/memory hook? Yes or No...if No...would you like some help or ideas? \_\_\_\_\_

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7) What “Phrases do I listen for” on your behalf to find you a referral?

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8) How can I “Qualify” a person for you, to know if they are serious or not? \_\_\_\_\_

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9) What is NOT a good referral for you? \_\_\_\_\_

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10) In what other ways can I help you? \_\_\_\_\_

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Tips: Be respectful of each other’s time, be a good listener, always be positive and give encouragement, stay focused on what you are discussing, and most of all, once you have learned this information, be sure to go out and WORK at finding your partner a quality referral.