

The Final Rep Fitness, Inc.  
**Session Management Worksheet**

**Client Name:** \_\_\_\_\_ **Trainer Name:** \_\_\_\_\_

Please initial as complete:

|   |   |
|---|---|
| <input type="checkbox"/> PAR-Q / Waiver                         | Doctors Note? NO YES If yes, on-file? NO YES  |
| <input type="checkbox"/> Record Birthday / Anniversary Dates    | 4 Month: _____ 8 month: _____ 12 Month: _____ |
| <input type="checkbox"/> Schedule 16 Week 'Appreciate You' Task | Date: ____ / ____ / ____                      |
| <input type="checkbox"/> Mail Handwritten 'Thank You' Note      | Date: ____ / ____ / ____                      |
| <input type="checkbox"/> Mail New Client Welcome Letter         | Date: ____ / ____ / ____                      |

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> <b>Session #1</b> (session log)          |   |  |  |
| <input type="checkbox"/> Phone Call After 1 <sup>st</sup> Session |   | <input type="checkbox"/> <b>Session #13</b> (session log)  |  |
| <input type="checkbox"/> <b>Session #2</b> (session log)          |   | <input type="checkbox"/> <b>Session #14</b> (session log)  |  |
| <input type="checkbox"/> <b>Session #3</b> (session log)          |   | <input type="checkbox"/> <b>Session #15</b> (session log)  |  |
| <input type="checkbox"/> Personalized Email Results Review        |   | <input type="checkbox"/> Personalized Email Results Review |  |
| <input type="checkbox"/> <b>Session #4</b> (session log)          |   | <input type="checkbox"/> <b>Session #16</b> (session log)  |  |
| <input type="checkbox"/> <b>Session #5</b> (session log)          |   | <input type="checkbox"/> <b>Session #17</b> (session log)  |  |
| <input type="checkbox"/> <b>Session #6</b> (session log)          |   | <input type="checkbox"/> <b>Session #18</b> (session log)  |  |
| <input type="checkbox"/> Personalized Email Results Review        |   | <input type="checkbox"/> Personalized Email Results Review |  |
| <input type="checkbox"/> <b>Session #7</b> (session log)          |   | <input type="checkbox"/> <b>Session #19</b> (session log)  |  |
| <input type="checkbox"/> <b>Session #8</b> (session log)          |   | <input type="checkbox"/> <b>Session #20</b> (session log)  |  |
| <input type="checkbox"/> <b>Session #9</b> (session log)          |   | <input type="checkbox"/> <b>Session #21</b> (session log)  |  |
| <input type="checkbox"/> Personalized Email Results Review        |   | <input type="checkbox"/> Personalized Email Results Review |  |
| <input type="checkbox"/> <b>Session #10</b> (session log)         |   | <input type="checkbox"/> <b>Session #22</b> (session log)  |  |
| <input type="checkbox"/> <b>Session #11</b> (session log)         |   | <input type="checkbox"/> <b>Session #23</b> (session log)  |  |
| <input type="checkbox"/> <b>Session #12</b> (session log)         |   | <input type="checkbox"/> <b>Session #24</b> (session log)  |  |
| <input type="checkbox"/> Perform Fitness Re-Assessment            |   | <input type="checkbox"/> Perform Fitness Re-Assessment     |  |
| <input type="checkbox"/> Mail Re-Assessment Letter                |   | <input type="checkbox"/> Mail Re-Assessment Letter         |  |
| <input type="checkbox"/> <b>Session #25</b>                       | <input type="checkbox"/> <b>Session #28</b> | <input type="checkbox"/> <b>Session #31</b>                | <input type="checkbox"/> <b>Session #34</b>  |
| <input type="checkbox"/> <b>Session #26</b>                       | <input type="checkbox"/> <b>Session #29</b> | <input type="checkbox"/> <b>Session #32</b>                | <input type="checkbox"/> <b>Session #35</b>  |
| <input type="checkbox"/> <b>Session #27</b>                       | <input type="checkbox"/> <b>Session #30</b> | <input type="checkbox"/> <b>Session #33</b>                | <input type="checkbox"/> <b>Session #36</b>  |
| <input type="checkbox"/> Email Review                             | <input type="checkbox"/> Email Review       | <input type="checkbox"/> Email Review                      | <input type="checkbox"/> Perform Fitness Ass.<br><input type="checkbox"/> Mail Re-Assessment |

Maintain a client file to organize all carbon session logs, e-mail results reviews (printed), and copies of your fitness assessments and re-assessment letters for weekly meetings. A an updated copy of this document must be attached to all invoices to receive pay.