

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"/> Session #1 (session log)
<input type="checkbox"/> Phone Call After 1 st Session
<input type="checkbox"/> Session #2 (session log)
<input type="checkbox"/> Session #3 (session log)
<input type="checkbox"/> Personalized Email Results Review
<input type="checkbox"/> Session #4 (session log)
<input type="checkbox"/> Session #5 (session log)
<input type="checkbox"/> Session #6 (session log)
<input type="checkbox"/> Personalized Email Results Review
<input type="checkbox"/> Session #7 (session log)
<input type="checkbox"/> Session #8 (session log)
<input type="checkbox"/> Session #9 (session log)
<input type="checkbox"/> Personalized Email Results Review
<input type="checkbox"/> Session #10 (session log)
<input type="checkbox"/> Session #11 (session log)
<input type="checkbox"/> Session #12 (session log)
<input type="checkbox"/> Perform Fitness Re-Assessment
<input type="checkbox"/> Mail Re-Assessment Letter

<input type="checkbox"/> Session #25
<input type="checkbox"/> Session #26
<input type="checkbox"/> Session #27
<input type="checkbox"/> Email Review | <input type="checkbox"/> Session #13 (session log)
<input type="checkbox"/> Session #14 (session log)
<input type="checkbox"/> Session #15 (session log)
<input type="checkbox"/> Personalized Email Results Review
<input type="checkbox"/> Session #16 (session log)
<input type="checkbox"/> Session #17 (session log)
<input type="checkbox"/> Session #18 (session log)
<input type="checkbox"/> Personalized Email Results Review
<input type="checkbox"/> Session #19 (session log)
<input type="checkbox"/> Session #20 (session log)
<input type="checkbox"/> Session #21 (session log)
<input type="checkbox"/> Personalized Email Results Review
<input type="checkbox"/> Session #22 (session log)
<input type="checkbox"/> Session #23 (session log)
<input type="checkbox"/> Session #24 (session log)
<input type="checkbox"/> Perform Fitness Re-Assessment
<input type="checkbox"/> Mail Re-Assessment Letter

<input type="checkbox"/> Session #31
<input type="checkbox"/> Session #32
<input type="checkbox"/> Session #33
<input type="checkbox"/> Email Review |
|--|--|
- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Session #28 | <input type="checkbox"/> Session #29 | <input type="checkbox"/> Session #34 | <input type="checkbox"/> Session #35 |
| <input type="checkbox"/> Session #30 | <input type="checkbox"/> Session #36 | <input type="checkbox"/> Perform Fitness Ass. | <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.