

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