

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: ____ / ____ / ____

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