



One-to-One Dance Card Planner

It's as simple as scheduling one meeting a week with one of your BNI members!

1. Set Time and Date

~Your office or theirs (preferred)

~ Restaurant or Coffee Shop

Pick a time to meet! It is better if you meet at your dance partner's office because you can learn more about their business.

2. Prepare Your Worksheets

- Biography Sheet
- GAINS Worksheet
- Last 10 Customers Worksheet
- Contact Sphere Planning Sheet

Take the time to prepare your Dance Card Worksheets. The worksheets will help you share important information with your dance partner about your business and how to find referrals for you.

3. Exchange Information Before the Meeting

Fax or email your four worksheets to your dance partner before your meeting. If you are meeting with many members of your chapter, keep the originals handy, and fax or email them to the next person on your list a week ahead of time.

4. Bring Worksheets to One-to-One

Bring the same materials to your one-to-one meeting that you faxed or emailed earlier. You can also bring other materials that will help you help each other. For example, you can bring testimonials from your customers or your rolodex to share if appropriate.

5. Meet with Your Dance Partner

Meet with your dance partner and learn as much as possible about how to find referrals for them. Use the worksheets as a way to get started.

6. Commit and Agree on Goals

- One short-term referral
- One long-term referral
- Invite prospects from your dance partner's "Contact Sphere Top 3"
- Meet again

Make a commitment to help your dance partner with referrals, both short-term and long-term. At the same time, invite prospective BNI members from their "Top 3" list to help them build their network through BNI and their Contact Sphere. If you met at someone's office, plan to meet at the other person's office next time.

One-to-One Dance Card Planner

The one-to-one dance card planner is a way to schedule one-to-one meetings; it is a tool to use to get to know members of your chapter outside of the regular meetings. By systematically developing your relationships with each other, you will also be systematically developing your referrals for future meetings. It is better to meet at someone's office because you can learn more about how that member does business. Use this planner to start to schedule your one-to-one meetings.

Who should you be doing a Dance Card with?

The first one - to - one's should be with members in your **Power Team**.

| | Date /Time | Member | Location |
|---------|------------|--------|----------|
| Week 1 | | | |
| Week 2 | | | |
| Week 3 | | | |
| Week 4 | | | |
| Week 5 | | | |
| Week 6 | | | |
| Week 7 | | | |
| Week 8 | | | |
| Week 9 | | | |
| Week 10 | | | |

Once you've scheduled your meeting the next step is to set the agenda.

Information you would want to have before you meet, the **Member's Biography, Last 10 Clients Worksheet** and the **GAINS Exchange form**. These will be the items you will review **before** the meeting and the items you will be discussing at the meeting to get to know that person.

Have your personal copies ready so you are ready to exchange them with the next member you are planning to visit with.

When you schedule a one-to-one with a member remember it's all about them at this meeting not about you...



BUSINESS NETWORK INTERNATIONAL MEMBER BIOGRAPHY

BUSINESS INFORMATION:

NAME _____

BUSINESS/COMPANY NAME _____

BUSINESS LOCATION _____

PROFESSION _____ YEARS IN PROFESSION _____

PRODUCTS/SERVICES _____

BUSINESS/PERSONAL GOALS _____

PERSONAL INFORMATION:

SPOUSE/SIGNIFICANT OTHERS NAME _____

CHILDREN _____

ANIMALS/PETS _____

HOBBIES _____

I AM ORIGINALLY FROM _____ I'VE BEEN IN THE K.C. AREA _____

MY DEFINITION OF THE GOOD LIFE IS: _____

MY BURNING DESIRE IS TO: _____

WHAT MAKES ME LAUGH IS: _____

SOMETHING NO ONE KNOWS ABOUT ME IS: _____

TOPIC TODAY _____



Business Network International

GAINS Exchange Worksheet

Goals

Goals are the business or personal objectives you want or need to meet for yourself or the people who are important to you.

The best way to build a relationship with someone is to help them achieve their goals!

Accomplishments

People like to talk about the things they are proud of. Your knowledge, skills, experiences and values can be a door opener to someone who is just getting to know you.

Interests

Interests are things like playing sports, reading and listening to music. People like to spend time with people who share their same interests.

Networks

You have many Networks, both formal and informal. A network can be an organization, Institution, company or group of individuals you associate with.

Skills

The more you know about the talents and abilities of the people in your network the better equipped you are to refer that person to someone who has a need or a want for that members products or services.

How well do you know the members in your chapter?

Spend more time learning these five essentials about the members, their Goals, Accomplishments, Interests, Networks and Skills. Make sure you give back the same kind of information. The more you know about each other the faster opportunities will arise in which your products, services, skills or experience might play a part.

Givers Gain

Members Name _____

Last Ten Clients Worksheet

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Where did they come from? _____

What did you do for them? _____

Were these clients in a certain kind of business or industry? _____

Are there other specific companies that you are targeting? _____

What is the profile of your average client? _____
