



How (not) to prepare for a first meeting? If you fail to plan, you plan to fail!

Checklist Prior to the first contact:

My online presence is flawless

In the Internet era, the first impression is no longer the physical impression we make, but the virtual one. Stay in control of your online reputation.

You can download our free guide on *How (not) to take your profile picture* and contact one of our **Internet Fitness Trainers** via our website www.InternetFit.com to ensure a most professional business online presence for yourself and/or your company.

Double-check by opening Google.com, Yahoo.com and Bing.com and typing in your full name. You can alternatively try combinations like “Your name + private email address”, “Your name + work email address”, “Your name + company name”, etc.

I have identified who I exactly want to get to know.

Full Name:

Position:

Contact details:

Link to online profile:

I have found somebody who can **introduce me** to this person

You can download our worksheet on *How (not) to reach the decision maker* from our website to help you visualize your thoughts.





Prior to the first meeting:

- Know **why** you want to meet the person and **what** you want to **achieve** during the first meeting:

The reason of the meeting:

My goal during the meeting:

- I have done my homework:

This is what I know about the company:

This is what I know about the person(s) I am meeting:

- I have all necessary **materials**.

- I have enough **business cards**.

- These are the **details of the meeting**:

Exact address & time:

For more information, please visit:

www.InternetFit.com

