

Work your Week, Don't work "weakly."

The following plan from *Independent Sales Director Carolyn Jerry* of San Pedro, California, was developed in response to requests from her unit members. "Many of my unit members say, 'I need more structure in my career,' or 'I can't discipline myself.' They're not sure what to do and when do it," says Carolyn. "There are lots of options that we could refer to as 'working,' but which ones should we do the most? How do we know we're making the most productive use of our time? Here is an example that may help you make the most of your business, too!"

Food for Thought:

*If this schedule doesn't work for your lifestyle,
here are some additional guidelines you may want to try:*

- Do something with your business every day.
- Booking classes should have the highest priority. Nothing happens in our business without them.
- Don't allow yourself to get buried in paperwork. About two hours or less should do it.
- Follow up with prospective new team members you've met at classes within 48 hours. Preferably, when you are still at the class with her, arrange a time to meet again to share the marketing plan. Don't wait to call her at home. Get as much done at the class as possible. If the hostess is the prospective new team member, consider going through the marketing plan right after the class. She is the most excited about the Mary Kay opportunity right at that moment. If she is unable to make a decision right away, ask her to assist you at your next class or attend the Monday night meeting, whichever is scheduled first.
- Make talking with people you don't know a way of life. Setting a goal gives you a yardstick to feel good about your accomplishments. If three a day is too small for you, set a bigger goal. Booking from your classes and talking with people everywhere you go can fill your datebook each week!
- Have fun while you're working and those around you will have fun, too!

Work your Week, don't work "weakly."

Sunday

- 1) Confirm bookings and coach hostesses for the upcoming week's skin care classes.
- 2) Pre-profile guests.
- 3) Confirm and/or invite guests to weekly meetings.
- 4) Invite prospective team members who are unable to attend the meeting to assist you later in the week.

Monday

- 1) Book one new appointment for next week.
- 2) Have conversations/booking with three new women.
- 3) Pack the necessary trays and products for hostess' facial tonight and first 2 classes this week.
- 4) Bring guests/models to the weekly meeting.
- 5) Send thank-you notes to last week's hostesses.

Tuesday

- 1) Hold a skin care class. Establish goals you want to accomplish by the end of each class.
- 2) Have conversations/booking with three new women.
- 3) Send a note of encouragement to or call current team members.

Wednesday

- 1) Mail product reorders to long-distance customers.
- 2) Mail or prepare next week's hostess packets.
- 3) Listen to the "Featured Tape of the Month" or other motivational Mary Kay tapes.
- 4) Hold one class or spend 1-2 hours on the phone.
- 5) Paperwork/filing: spend less than 30 minutes on this.

Thursday

- 1) Re-pack the necessary trays and products.
- 2) Go to bank and make deposit.
- 3) Hold one skin care class or spend 1-2 hours on the phone.

Friday

- 1) Confirm that you have at least five classes booked for the next week. If not, do this.
- 2) Have conversations/bookings with at least 3 new women.
- 3) Re-pack the necessary trays and products.
- 4) Paperwork: try not to spend more than 1 hour on this.
- 5) Deliver or mail product reorders and hostess packets for next week.

Saturday

- 1) Hold two skin care classes. Carolyn found that 10 AM until noon and 1 PM until 3 PM worked best for her.
- 2) If you're a Sales Director, listen to motivational audiocassette tapes like the Featured Director Tape of the Month or *Power Hour*. Easy to listen to during commuting!
- 3) Complete this week's weekly accomplishment sheet.
- 4) Complete product order sheet to replace products sold from your inventory.
- 5) File all sales tickets for the week into monthly income envelopes.

And finally, turn on your answering machine, and spend the rest of the weekend enjoying your family!