

# WEEKLY TRACKING SHEET FOR THOSE THAT ARE COMMITTED TO BEING A DIRECTOR!

Name: \_\_\_\_\_ Week of: \_\_\_\_\_

To be a Director you will need to lead by example by being a Star Consultant and have 10 or more Active personal team members to submit DIQ. \* See Mary Kay® Intouch for complete details.

I'm Committed: 6 New Bookings, 4-6 guest at events, \$690 retail/week and FINISH Weekly Checklist

Designed by QT Office. 

## 1 6 NEW BOOKINGS

(From Skin Care Parties, Warm Chatter, Referrals, Customer Phone calls, etc)

Name: \_\_\_\_\_ Date of Booking: \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

## 3 CHOOSE HOW TO CREATE A \$690+ RETAIL WEEK

Skin Care Class		Facials/On the Go Appts.		Customer Re-orders	
Hostess	Sales	Name	Sales	Name	Sales
_____	_____ / _____	_____	_____ / _____	_____	_____ / _____
_____	_____ / _____	_____	_____ / _____	_____	_____ / _____
_____	_____ / _____	_____	_____ / _____	_____	_____ / _____
_____	_____ / _____	_____	_____ / _____	_____	_____ / _____
Total SCC: _____		Total F/OTG: _____		Total Re-orders: _____	

Total Sales for the Week: \_\_\_\_\_ Weekly Retail ordered: \_\_\_\_\_

## 2 4 - 6 GUEST EVENT

Name: \_\_\_\_\_ Event/ # Guests \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

## 4 SHARE THE OPPORTUNITY

(Face to Face, Phone Call, Event, Etc)

Name: \_\_\_\_\_ How did you share? \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

## 5 YOUR WEEKLY CHECKLIST

- Place your order
- I coached every appointment
- I pre-profiled all my guests
- Submit your weekly tracking sheets totals on your Directors Unit Website

Retail for this Quarter: \_\_\_\_\_ Retail needed to complete Star: \_\_\_\_\_ New Team Members added this week: \_\_\_\_\_ Total Active Team: \_\_\_\_\_