

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: _____