

# Weekly Tracking Sheet for those who 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 guests at events, \$600 retail/week and FINISH Weekly Checklist

**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 \$300+ retail week

| Skin Care Class  |               | Facials/On The Go appointments |               | Customer Re-orders     |               |
|------------------|---------------|--------------------------------|---------------|------------------------|---------------|
| Hostess          | Sales         | Name                           | Sales         | Name                   | Sales         |
| _____ / _____    | _____ / _____ | _____ / _____                  | _____ / _____ | _____ / _____          | _____ / _____ |
| _____ / _____    | _____ / _____ | _____ / _____                  | _____ / _____ | _____ / _____          | _____ / _____ |
| _____ / _____    | _____ / _____ | _____ / _____                  | _____ / _____ | _____ / _____          | _____ / _____ |
| Total SCC: _____ |               | Total F/OTG: _____             |               | Total Re-orders: _____ |               |

Total Sales for the week: \_\_\_\_\_ Weekly wholesale 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 Wholesale order
- I coached every appointment
- I pre-profiled all my guests
- Submit your weekly tracking sheet totals on your Directors Unit Website

Wholesale for this quarter: \_\_\_\_\_ Wholesale needed to complete Star: \_\_\_\_\_ New team members added this week: \_\_\_\_\_ Total Active Team: \_\_\_\_\_