

## New Consultant Checklist



NAME: \_\_\_\_\_ START DATE: \_\_\_\_\_



### **STEP #1 ~ Get plugged in ~ Attend your Weekly Success Meeting**

You will be presented with your consultant logo pin at your first meeting. Bring 5+ guest to an event in your first 30 days to earn your jeweled calculator. Please be sure to wear business attire (never pants)! Submit for your prizes as you earn them, we want to celebrate you along the way.

**YOU EARNED YOUR JEWELLED CALCULATOR.**



### **STEP #2 ~ Sell 10+ items BEFORE your starter Kit arrives**

Use the current Look Book and sell 10+ items to your first customers before your kit arrives to earn the money bag.

**YOU EARNED YOUR MONEY BAG.**



### **STEP #3 ~ Review inventory options for new Consultants**



Please have the Ready, Set, Sell brochure on hand as you watch the video. There are time sensitive bonuses available just for you, as a new consultant. I will be glad to discuss your options and put together your first order. MK product inventory is guaranteed for one full year (90% buyback). It takes the emotion out of money and allows YOU to set yourself up like a real business!



### **STEP #4 ~ Find your first customers**

Who will you sell to? Check out the "Start Something Beautiful" magazine in your starter kit. Take a few minutes to brain storm, and write a list. Use the tracking sheets and scripts to help you get started. Beginning with your first party or facial, when you...

Complete 15 facials in 15 days = Perfect Start Charm

Complete 30 facials in 30 days = Power Start Charm

Complete 30 facials AND 6 sharing appointments in 30 days = Power Start Plus Charm

**YOU EARNED YOUR CHARMS.**



### **STEP #5 ~ Go through your Starter Kit**

Review the "Start Something Beautiful" magazine and watch the DVD. Unpack all of your new products. They are all sanitary to use for yourself and for demonstration purposes except the mascara, so start using them and fall in love with the products you now offer.

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### **STEP #6 ~ Consultant First Steps on InTouch**

Complete your Signature Look by logging on to [www.marykayintouch.com](http://www.marykayintouch.com) with your Consultant ID and creating a password. Set up your Mary Kay Website for only \$25.00 (that pays for your entire 1st year!) a \$50 value! Order your Business Card Kit, place cursor over "Ordering", click on "MK Connections", then click on "Business Marketing" (be sure to include your website address on your cards). A \$73 value for only \$39.99. Set up your ProPay Account so you are able to process debit/credit cards, place cursor over "Ordering", click on "MK Connections", then click on "ProPay". It is only \$39.99 for the first year.

### **STEP #7 ~ Earn your Pearls of Sharing**

Earn your "Pearls of Sharing", the program started by Mary Kay and is given when you share the Mary Kay opportunity with others. Pearls are a classic and this program is part of our Mary Kay heritage.

3 sharing appointments = Earrings  
3 more sharing appointments = Bracelet  
Add 1 Active Team Member = Necklace

**YOU EARNED YOUR PEARLS.**

### **STEP #8 ~ New Consultant Silver Wings Scholar Program**

Complete your new consultant Silver Wing Program on [www.marykayintouch.com](http://www.marykayintouch.com), and please let me know when completed.

### **STEP #9 ~ Open a separate checking account**

This isn't a business checking account but a FREE personal checking account from a bank or credit union that is separate from your personal accounts. This will make sure tax time is so much easier. BE SURE TO GET A DEBIT CARD to go along with the account. Deposit your first sales funds and place your initial inventory order to earn your checkbook cover.

**YOU EARNED YOUR CHECKBOOK COVER.**

### **STEP #10 ~ Earn your Advanced Color Consultant Badge**

Earn your badge from the company to proudly display on your personal website, business cards, and Facebook. Earn your business card case as an extra bonus by completing the portfolio below.

**YOU EARNED YOUR BUSINESS CARD CASE.**

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### **STEP #11 ~ Get connected and stay connected as a Unit**

*The best way you can stay connected is by attending all unit, area and company event (yes, we love to have fun!). Please add my contact information to your contacts. You will want to bookmark/favorite this website, [www.lindahornemk.com](http://www.lindahornemk.com), so you can check back often as we are continually adding new contests, ideas, recognition and tools for your support. Please submit forms for prizes you earn, as we are always looking to celebrate your success! Don't forget to fill out the questionnaire.*

### **STEP #12 ~ Start great habits**

*Be a GREAT time and money manager by using your [Weekly Plan Sheet](#), [Excel](#) and your online Weekly Accomplishment Sheet (WAS). This is also a very simple way to keep track of sales for tax purposes ~ you'll love it! Submit your weekly plan sheet and \$1000+ in Retail Sales through WAS during your first 60 days to earn your watch.*

**YOU EARNED YOUR WATCH.**

### **STEP #13 ~ Communicate with me**

*Stay connected & communicate with me ... My priorities are (1) my personal business, (2) new consultants and (3) unit members who have big goals. Communicating with me for your first 6 weeks is essential. You are free to email, text and call my cell anytime. NEVER feel like you're bothering me! I LOVE hearing your good news, questions and concerns!*

**Congratulations!!!!**