

CONGRATULATIONS!!!

You have just taken the first step up in your Mary Kay career! Way to go! You are building a team!! Now that you are a recruiter there are a few things you need to know to be able to work with your team effectively and keep track of their goals!

You will want to put together a team binder. This will help you keep track of your team and their goals. It also helps you keep track of what I will be talking to your team about so between the two of us she is off to a great start!!

Things you need:

- ___ 3 Ring binder with clear pocket front
- ___ Divider Tabs
- ___ Plastic folder to fit in the binder
- ___ Page Protectors

Putting your binder together:

In that clear pocket of the binder you will want to put your goals as a recruiter and give your team a name.



The first thing in my Binder is my Positive Affirmation, Short Term Goals, Contest Tracking Sheets that I am currently working on. These are laminated or can be in page protectors.

Set up your tabs with these categories:

- ___ "You have a new team member" checklist
- ___ New Consultant Packet (for your reference of what I give her at orientation)
- ___ My dreams (put whatever excites you in here; mine is a picture of the Cadillac, Hawaii, Disney and my dream home)
- ___ Misc Tracking Sheets (car production, DIQ production)
- ___ Notes
- ___ T Consultants (This section are for the consultants who have a "T" status. Yes I move them back and forth)
- ___ Master Copies (Master copies of your checklists and tracking sheets you like to use)
- ___ Team Building Materials (These are the materials that I would use do a team building appointment)

I have a plastic pocket folder for handouts that I want to give my team.

I have another plastic pocket folder for announcements, meeting schedules, event dates and weekly accomplishment sheets.

This binder goes everywhere with me. I can work with any team member from this binder. I can hold a team building appointment from this binder. I can stay focused and motivated with this binder. You could even add a tab for your PCP follow up list and referrals.