

# Welcome to Mary Kay!

We are so glad to have you on our team. The goal is to help you have an amazing business.  
I look forward to meeting with you and helping you build a great business.

Pink Dreams! *Your Mary Kay Director*

## FIRST STEPS AS A NEW CONSULTANT

- \_\_\_\_\_ 1. Work on your “7 Day Wonder” Challenge which is located in this new consultant packet. Ready, set, sell!
- \_\_\_\_\_ 2. Attend **new consultant orientation**.
- \_\_\_\_\_ 3. **Enroll on In Touch** (the “mother ship”) at [www.marykayintouch.com](http://www.marykayintouch.com)
- \_\_\_\_\_ 4. Get your own **Personal Web Page** (\$25 for the first year)
- \_\_\_\_\_ 5. **Sign your customers up for the mailing on InTouch..** And be sure to surf learn MK and check out weekly accomplishment sheet spot to start submitting your weekly sales for recognition and tax purposes
- \_\_\_\_\_ 6. **Decide on how you are setting your phone up. Key considerations are:** That you are the only one answering Mary Kay calls and pulling messages from your answering device/system. You want a professional way to answer your calls. Young children answering and/or walking away and leaving the phone off the hook... might not create the professional impression you are choosing to make! Children (and husbands) can be taught how to answer politely and to get you in a manner that will impress your customers (the mute button is great for this – “hold please”). You also don’t want to lose product orders or credit card information due to a family member “forgetting” to relay an exact message in a timely manner. There are several options for setting your phone up, too many to list, but here are a few:
  - Change the message on your home phone to “Hello you have reached the \_\_\_\_\_ residence and the Mary Kay business of \_\_\_\_\_. Thank you for your message or product order.”
  - Create a separate outgoing message using a second mailbox on your answering machine or phone company voicemail service.
  - Get a cell phone that is for business use. This way you are reachable no matter where you are and no one else has access to the messages left for you. This is a great option!
- \_\_\_\_\_ 7. **Set up a separate personal bank account** for your Mary Kay business.
- \_\_\_\_\_ 8. **Decide on inventory level.** This is something we will work together on to match your goals with inventory possibilities. As part of your training, I will go over inventory options and benefits but the decision is ultimately yours and I will train you in all the best ways to work your business whatever your decision (based on your goals). I will help you place your first order based on your decision.
- \_\_\_\_\_ 9. **Order your business kit from MK Connections.** You will want to set up your website and decide on your phone number prior to ordering your kit so that you can include this information on your business cards.
- \_\_\_\_\_ 10. **Set up a filing system** for all the papers that will be crossing your desk. I suggest a 3-ring binder with 3-holed punched, tabbed folders for each section. You can put handouts, printed e-mails, etc. in the folders and notes you take in each section on notebook paper. Some section topics might be product orders, contact information, scripts, class notes, promotional ideas, team building...
- \_\_\_\_\_ 11. **Set a date**, preferably within your first 2 weeks, for when you plan to begin holding facials and parties. Block out potential dates in your calendar and begin filling them in with appointments.
- \_\_\_\_\_ 12. Set up a time with both your recruiter and your director to **observe their skin care party**.

**YOU ARE OFF TO A GREAT START!!!!**  
**You will do great!**

