**Track your Activity for Success by completing a**

**Star Tracking Spiral each month!**

If you haven't heard the news - we're utilizing a Notebook Tool that helped a unit increase in their business productivity 69% year over year! You will have a separate notebook for each month this year! I'm all about implementing tools that will enable YOU to see that kind of success! Get on board with me and let’s be Girl’s on Fire and use this tool, sell this product, share our career and watch the blessings pour down! If there's one thing I truly have applied to my business from my Banking experience is the concept of what gets tracked gets done! Track it and you'll be focused enough on it and will be likely to put action to it!

1. **Purchase a 1 Subject Colored Spiral**

• Green cover for New Consultants focus only on selling

• Red cover for *Movin’ Up* Consultants

• Black or Fuchsia for DIQ Consultants

1. **Print and Place**
	* Front COVER - Glue/Staple **YOUR personal affirmation** + 1 picture that represents your **MAIN goal** this year plus STAR prize that coincides!
	* Inside COVER (once notebook is opened) – IPA Sheet from MK Intouch (you need to print 4 for the month!)
	* Right of IPA page - Daily BATH sheet (1 only as it has 30 days!)
	* Back 2 Pages of Notebook – Weekly Plan Sheet (master schedule you WILL follow - you're committed to a schedule)
	* Power Start Tracking Sheets Inside of back COVER (tracks names/faces/sales/interviews listed)
2. **PAGES: Create 3 Tabs in the lined paper section of notebook (Daily, Leads, Notes)**

• **DAILY**: Use pages in the spiral to write each date on top and write your **Six Most Important Things to Do List** every night for the next day.

• **LEADS:** Use pages in the spiral to place new prospect cards, surveys

and names. Track your follow up phone calls by taking notes on the page each time you speak with this prospect. When you talk to her and what’s the next step.

• **NOTES:** Use to write ideas that you hear at meetings, workshops, seminar, conferences, etc

Earn recognition at weekly training meetings based on your

Activity with this spiral - Shoot for 15 IPA’s a week! See an increase in business in 2014-2015 just by using this as your business tracking tool!