

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 put our Faith in Action 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 HP 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

2) 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)
- **Go for the Gold Power Performer's Club Tracking Sheet**- Inside of back COVER (tracks names/faces/sales/interviews listed)

**3) 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 2011-2012 just by using this as your business tracking tool!

Go for the Gold Power Performer's Club!

Name:	Date:
Week:	

ACCOUNTABILITY IN THE RIGHT AREAS ARE THE KEYS TO YOUR SUCCESS!

- 1. STAR EVERY QUARTER** - move up 1 space!
- 2. 15 Faces +300 w/s or 30 Faces + 600 w/s Each Month** - move up 1 or more spaces!
- 3. 1 or More New Monthly Qualified Team Members** – move up 1 or more spaces!
- 4. 13-Week Consistent Meeting Attendance** – move up 1 space!

Ride the Wave with 8 by June 30th and Cruise with us!						
Activities	Mon	Tues	Wed	Thurs	Fri	Sat
5 Skin Care Surveys						
Booked 2 Appointments						
Affirmation/MK CD						
Attended Weekly Mtg						
Called the Hotline /						
Daily Sales Total						
Move-up!						
Faces Per Week	Sales Per Face \$\$	Interviews Names		Result - Yes, No, Maybe		
1.		1.				
2.		2.				
3.		3.				
4.		4.				
5.		5.				
6.						
7.						
8.						
9.						
Total Retail Sold for Week (Did I have a Star Week (\$300)?):						
Total New Team Members for the Week:						

*Accountability is the key – Submit this to me along with your MK Intouch Weekly Accomplishment sheet at our Weekly Success Meeting!

Income-Producing Activities Weekly Tracking Sheet for Consultants

Name

Week of

Do you want results from your Mary Kay business?

More Money? Earn the use of a career car? Independent Sales Director?
Then you'll want to concentrate on these income-producing activities on a weekly basis.

- A - 1 skin care class/collection preview (minimum \$100 retail / 3 faces)
- B - 2 facials or on-the-go appointments (minimum \$100 retail / 3 faces)
- C - 2 new bookings
- D - \$100 retail in customer service, Web site or brochure sales
- E - 1 marketing tape follow up with questionnaire completed
- F - 1 team-building interview with questionnaire completed
- G - 1 guest to a unit meeting - stay for marketing presentation
- H - 7 new names and numbers
- I - 1 new team member

What's Your Goal:

1. In the spaces below, write the letter of each activity as you complete it.
2. A variety of activities are suggested, but you'll want skin care classes / collection previews to be your first priority!
3. Submit this sheet along with your Weekly accomplishment Sheet and any other supporting material on a weekly basis.

**Are you a part time
Beauty Consultant?**

*Complete any 5 activities
or 1 per day*

1.	
2.	
3.	
4.	
5.	
Part-Timers IPAs Done	

**Are you a full-time
Beauty Consultant?**

*Complete any 10 activities
or 2 per day*

6.	
7.	
8.	
9.	
10.	
Full-Timers IPAs Done	

**Do you want to earn the
use of a car or be a Sales
Director?**

*Complete any 15 activities
or 3 per day*

11.	
12.	
13.	
14.	
15.	
Car / Sales Director IPAs Done	

Did your activities support your goal this week?

The idea for this form was provided by Independent National Sales Director Bett Vernon

Time Management / 6 Most Important Lists

Time Management Begins With Your 6 Most Important Things List

The single most valuable resource we have is TIME! Effective Time Management .begins with your 6 Most Important Things List!

Mary Kay encourages everyone to take time at the end of each day to create our 6 Most Important Things List for the following day. As we all work to juggle the different roles we play each day, here's one way to organize your list. Use a spiral notebook about the size of your date book for your to-do's list. Every single to do goes into this book. Use the facing page each day to record phone messages so that you have a full snapshot of your day at all times. No more lost sticky notes and pieces of paper jammed into your wallet! I

Don't be surprised if, by doing your 6 Most Important Things List each day, you find yourself eliminating tasks that are not in support of your goals and even more fun – delegating tasks that can easily be done by someone else!

Across the top of your page, write out your single most important Mary Kay goal for the week. What we think about is what comes about!

First Heading: Mary Kay Consultant (Booking – Selling – Recruiting)

1.
2.
3.
4.
5.
6.

Second Heading: Your J.O.B whether that job is inside or outside the home

1.
2.
3.
4.
5.
6.

Third Heading: Personal (Here is where we list the errands, the appointments, the deadlines that we cannot afford to miss!)

1.
2.
3.
4.
5.
6.

Put an "A" next to the to-do that must be done by you and only you that day. Put a "B" if it should be done by you that day (these may slip onto the next day list) and a C if it would be nice if you could do it that day (these are the ones to delegate)

MARY KAY WEEKLY PLAN SHEET/HOJA DE PLANEACIÓN SEMANAL MARY KAY

NAME (NOMBRE): _____

WEEK OF (SEMANA DE): _____

	SUNDAY (DOMINGO)	MONDAY (LUNES)	TUESDAY (MARTES)	WEDNESDAY (MIÉRCOLES)	THURSDAY (JUEVES)	FRIDAY (VIERNES)	SATURDAY (SÁBADO)
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

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