

15 Ways To Get Your Office Organized!

The biggest source of frustration for most people is being disorganized! It can be overwhelming! Having a few systems in place, can make all the difference in the world. Being organized is exciting and allows you to work smart and not hard. Mary Kay says, "If you treat your business like a hobby, it will pay you like a hobby. Treat your business like a business and it will pay you like a business! Here are some awesome idea's, use one or take an afternoon and do them all, but don't let it consume your week!

Most of us, at least in the beginning, work out of our kitchens. ...or small designated areas. You may want to color coordinate some of these things to fit into your "work space". A few tools and a plan of action, could mean smooth sailing for you and your business. Many of us try to do the "POWER HOUR" everyday. Others are only able to work in 15 - 30 minute increments, due to children, families and life. Either way, being organized will make you more money in the long run.

ORGANIZING YOUR OFFICE SPACE:

1. Hanging Shoe Bag for the back of the door (holds 20 shoes). Let's organize all those little "travel size" items from Section 2 Sales Aides. Each "shoe pocket" holds a category of "product samplers". This "shoe bag" would be handiest by your products and bags. So once you grab a bag and start filling it for your customer with the products she needs, you can also put lots of things for her to try, to introduce her to new products and to thank her for her business. Trust me, she'll come back! You may even say, "I put some goodies in your bag to spoil you and to thank you in advance for your loyalty!" * PS * I also have a "Legal" size hanging pocket "bin" mounted on the wall, by my "shoe bag", so I can always put the newest "Look Book" and handouts on "Model Makeover Contests", the next Fashion Show or Career Brunch location and information, and a piece of recruiting information, in her bag.
2. All those little applicators (blush brushes, sponge tips, blending brushes) and demonstrating samples of cheek, eye, lip colors and pencils, are best kept in plastic bins found in the "fishing" department of Wal-Mart (for lures and weights). The 2400 series has up to 24 individual little compartments. Then these plastic trays are stackable on a shelf in your closet.
3. Small Vertical Stack Tray (has 5 slots to stand up brochures... it's lower in front and higher in back). Put this right next to the phone, with your Sales Tickets, Profile Cards, Beauty Books, newest Seasonal Brochures and "THE LOOK" brochure. This way your tools are always at the ready, when your customer calls with a reorder or a referral, and when you're calling a Hostesses or guests to "pre- profile" them. (Your family could even take a reorder for you too) * PS * I also keep recently filled out "Skin Care Profile Cards" of new potential customers that I will be faciaing during the next 2 weeks in this tray, standing up on their side. This makes it easy to pack for my next appointment. and I always know where they are.
4. Power Hour, once a day! Set aside one hour every day to power your business. The first 10 minutes, pray. Then, the next 50 minutes, are "uninterrupted" on the phone, calling people you've just met to book them for a Facial or a Skin Care Class, customers for reorders and to ask for referrals, inviting guests and models to your next Mary Kay event. This can change your business and success. Consistency is the key to everything! (If you consistently eat Potato Chips you'll consistently get fat - if you consistently exercise, you'll consistently get toned. **DO SOMETHING EVERDAY FOR YOUR BUSINESS** - Consistency builds success!)

5. Large shoe box & 5x8 file folders to hold your customers Skin Care Profile Cards". (Take a "Profile Card" with you when you go shopping) Once you have marked down the formula's and the Day Radiance shade that your client used, put her profile and any and all sales tickets from behind the profile in the file folder. (You are essentially setting up a file folder with her name on it) Keep the file folders in alphabetical order for easy reference. Label 12 file folders with..."January - December" and use for a birthday file. Put the thin paper, top "white sheet" of the "Profile Card", under her Birthday month, so you can send them a "Beauty Book" with a note .

6. Money Management Binder - use a 1 inch, 3 ring, 8x11 binder to keep all your monetary records in. You'll need: **January-December tabbed divider pages (8x11) to keep your "Records and Receipts" separated, neatly by the month. **12 small, 6x8 envelopes to put your receipts in for each month, to keep a record of your expenses. In your "Money Management" binder, hole punch and file your 4 "Weekly accomplishment Sheets" for that month to show MONEY IN (after you have handed them in at your Weekly Success Meeting or faxed them to your Director), the "printout" that comes in your product order you placed that month to show MONEY OUT (comes in box with your product order, name across the top and the amount you purchased - also says "keep this for tax reporting purposes" on the bottom) and a small 6x8 envelope, to keep all your receipts for that month, like for cotton balls, hair clips, film, film developing, road tolls and Seminars, to show BUSINESS EXPENSES THAT CAN BE TAX WRITE-OFF'S.

7. Million Dollar Idea Book - use a 3 inch, 3 ring..8x11 binder to keep all GREAT HAND-OUTS you receive in an orderly fashion. Sort and insert them by subject categories, in alphabetical order, such as: Booking, Coaching, Goal Setting, Holiday Idea's, Men's promotions, Money Management, Selling Tips, Recruiting, Time Management, etc. This will be a resource book that you will refer back to often! You'll always have a "booking idea" at your finger tips, and when you have "Bookings" on your book, you've guaranteed yourself a paycheck next week! *Top loading, thin sleeve page protectors, to put each handout in, so you don't put holes in the handouts.* Use "Self Adhesive Index Tabs" to attach to the page protectors, to label each new subject category. Simply attach one to the first page of each new subject.

8. Three Simple Mary Kay Tools that can keep you organized, if used on a regular basis!
Weekly Plan Sheet - fill a new one out each weekend with your Mary Kay "plan of action" and all other commitments, so your whole family takes your business seriously. Put it up on the refrigerator, so everyone knows where you'll be and when. Weekly Accomplishment Sheet - shows what you actually did with your "plan of action". Keep this in the front of your "appointment book" for easy access. At the end of a Skin Care Class, you have your "appointment book" already open, rebooking everyone for their review facial and now you are adding up the total \$ales from the class to determine how much free product the Hostess will be receiving. Write down the totals on your Accomplishment Sheet as well. Get two things down at once. Now that is working smart and not hard!
Six Most Important Things To Do Today list - Every night before you go to bed, make a list of the 6 most important things you need to do for your business the next day! This keeps you on track, focused and allows you to quickly expedite your business tasks and phone calls. (You may want a 2nd list for your personal things)

ORGANIZING YOUR SECTION I PRODUCTS:

9. ON YOUR SHELF - Your Mary Kay products are best kept on your shelves, in the same order as they are listed on a Consultants order form. The first products in, should be the first products sold. I personally always take from the left when filling customers orders. and when unpacking my newest order from the Company, it goes in the back of the row or to the right, so the oldest products, on the left, go out first. By the way, most of our products have a 3 year shelf life! They have the MANUFACTURING DATE coded on the bottom - see your Consultant Guide Products book. Some products have EXPIRATION DATES in the "crimp" of the tube.)

10. LABELING YOUR PRODUCTS - You should place your NAME & PHONE NUMBER LABEL on the back of each product container, (not the boxes) towards the bottom, over the Mary Kay 800 #. so they call you when they want to reorder, and not the Company. This simple thing can make all the difference in the world in your reorder business. Labels don't really fit or look attractive on some products, like mascaras and lipsticks. eye colors are kind of small for your label . and the cardboard that the pencils are in will be thrown away, so don't label them. but almost everything else should be labeled. (Try not to cover the "shade name" on color products)

11. CONTAINING SMALLER PRODUCTS - can be done using shoe boxes or plastic lidded shoe box from Wal-Mart. You could even cut the flaps off any shallow box and use it to hold all your eye, cheek and lip colors. Stand them on end, so you can read the "shade" name. and put them in alphabetical order. If there aren't enough items to fill the box, crunch up tissue paper or white paper, to put in the empty spaces, to keep them from falling over.

12. MAKING MORE ROOM - Try adding "hanging baskets" on your shelves, to double your shelf space. "Home Depot" has them, some people use them as vegetable bins. but they have 2 thin arms that slide onto your existing shelf, with a basket hanging below. I have one for Lip, Eye and Eyebrow Pencils, one for my concealers and mascara's and another for my compacts, and yet another for my Nail Color. (Put cardboard on the bottom so items don't fall through)

13. STASH IT UNDER THE BED - Many Consultants that are very limited on space in their apartments or homes and have found it easy to buy large plastic storage bins that can fit under your bed or couch to store their Mary Kay products.

14. GIFT BASKETS ARE EVERYWHERE - Getting them off the floor and in the air, can open up your work space. Hanging your gift baskets (that are yet to be filled with your products and sold to your customers) from the ceiling can be the answer. From two strong anchored hooks, hang a 6' chain and then hang baskets from it with "S" hooks.

15. TRACK THE PRODUCTS YOU TAKE FOR YOURSELF AND GIVE AWAY - Write up a \$sales ticket for the items you use, so you can pay your business for them, and any items you give away as gifts to family and friends or charitable organizations. I personally tear off the lid (with the name on it) of the product I'm taking and place it in one of 2 small bowls in my closet. One bowl is only for the product I've taken for my personal use and the other is for the box tops of the products I have opened for demonstration or display purposes If you'd rather, you could simply have a sheet of paper in your closet, where you log what the product was and who it went to.