

# 10 Hour Plan & Tool Box

**You figure out where you want to fit the time into YOUR structure!**

**4 days per week:** 15 minutes Booking Time  
15 minutes Coaching Time  
15 minutes Team Building Time  
15 minutes Customer Service  
**Total Time = 4 hours**

**1 day per week:** 1 hour Planning/Paperwork  
2 hours Meeting  
2 hours a Party  
1 hour a Facial  
**Total Time = 6 hours 10 hours weekly**

## Consultant Tool Box:

**Working like a business owner means having the correct tools to do the job efficiently and effectively.  
Invest your time wisely for abundant results.**

### Focused Customer Service Time: 15min/4x wk

- Datebook
- Sales Receipts
- Customer List

### You will Need:

Be sure to have your 8 week Customer Service System set up on Customer Service List [www.marykayintouch.com](http://www.marykayintouch.com) under the "My Customers" Systems - Groups

### Focused Booking Time: 15min/4x wk

- Phone/charger/Ipad
- Referral List
- Datebook
- Postcards (Hostess Thank You)
- Bubble Sheet

### You will need:

- \* Customer List/PCP
- \* Booking Dialogues
- \* Pens/Pencils/Highlighter
- \* Stamps

### Focused Coaching Time: 15min/4x wk

- Phone/charger/Ipad
- Hostess Information
- Full Circle Coaching Sheet
- Coaching Dialogue

### You will need:

- \* PreProfiling Dialogue
- \* Blank Guest List Forms
- \* Customer Profile Sheets
- \* Datebook/Pens/Postcards/Stamps

### Focused Team Building Time: 15min/4x wk

- Phone/charger/Ipad
- Layering Sheet
- Meeting Schedule
- Marketing Call Info
- Team Building Packets

### You will need:

- \* Datebook
- \* Pens/Pencils/Highlighters
- \* Know when you are available for 1 on 1's
- \* Overcoming Objections Flashcards
- \* Postcards/Stamps

### Focused Planning Time: 1 hr/wkly

- Weekly Accomplishment Sheet (WAS)
- Datebook
- Weekly Plan Sheet (WPS)

### You will need:

- \* Family Calendar
- \* Menu Plan
- \* Office Systems Files