

# ORGANIZING YOUR SECTION I PRODUCTS



1. **ON YOUR SHELF** - Your Mary Kay products are best kept on your shelves in the same order as they are listed on a Consultant's order form. The first products in should be the first products sold. I personally always take from the left when filling customers' orders. 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.
2. **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. (Try not to cover the shade name on color products.)
3. **CONTAINING SMALLER PRODUCTS** - can be done using shoe boxes or plastic lidded shoe boxes. 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.
4. **MAKING MORE ROOM** - Try adding hanging baskets on your shelves to double your shelf space. They have 2 thin arms that slide onto your existing shelf, with a basket hanging below. (Put cardboard on the bottom so items don't fall through.)
5. **STASH IT UNDER THE BED** - Many Consultants that are very limited on space in their apartment or home have found it easy to buy large plastic storage bins that can fit under your bed or couch to store their Mary Kay products.
6. **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.
7. **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. Include items 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.