

ORGANIZE YOUR OFFICE AT HOME

Your office may be the corner of your kitchen counter or you may have an entire room. Whatever your choices make the space sufficient enough to house your product, your supplies, your binders, and your Go Case. It will work better for you and for your family if you can keep your Mary Kay business confined to a clearly defined work area and not allow it to spread out all over the house.

LARGE BINDER #1 FOR YOUR APPLAUSE MAGAZINE:

Label the spine of the 3-ring binder: APPLAUSE.

Fill the binder with top-loading plastic sheet protectors.

This is where you will keep your monthly APPLAUSE magazine for reference.

LARGE BINDER #2 FOR REFERENCE:

Label the spine of the 3-ring binder: REFERENCE

The handouts I give you at the meetings will fall into one of these categories:

SELLING TECHNIQUES

BOOKING

COACHING

RECRUITING

TIME MANAGEMENT

MONEY MANAGEMENT

MOTIVATION

This is your “filing cabinet” for now. It is all you will need.

LARGE BINDER #3 FOR BUSINESS:

Label the spine of the 3-ring binder: BUSINESS

The tabs should be marked January through December.

This is where you will keep the Weekly Summary Sheets that have been returned to you from me. (A summary of your weekly sales)

You will also keep the receipts for your deductible expenses in this binder. The Consultant Business Expense Form is found in the back of your Career Essentials notebook.

LARGE BINDER # 4 FOR YOU!

We sometimes call this your “meeting binder”. This is what you take with you to the meetings and training classes so you can keep all of your hand-outs and notes in one, organized place. Choose a black one with a ½” spine. Fill it with top-loading page protectors and loose leaf notebook paper.

SMALL BINDER FOR PROFILE CARDS:

Three-hole punch your profile cards and alphabetize them. At the end of every week you will “post” your sales tickets: you will copy the purchases your clients make onto the back of their profile card.

OFFICE ON A BOARD



Purchase a cork bulletin board approximately 3 feet long and 2 feet high.

Make six labels:

PRODUCT SOLD – PAID

PRODUCT SOLD – NOT PAID

PRODUCT OWED TO CLIENTS

PRODUCT I NEED

THANK YOU NOTES TO WRITE

PRODUCT OWED TO OTHERS

Thumbtack your sales tickets under the appropriate heading until the end of the week or until the product is taken care of.

Post your WEEKLY PLAN SHEET on the board.