

Five Activities Needed On Your Weekly Plan Sheet

1. **Appointments**-Create 1-5 slots per week for facials or career chats, depending on your goals. Remember that if you utilize guest events or double-book, you don't need as many slots.
2. **Booking Calls**-Create 1 booking time a week during Prime Time. If you have goals to move into leadership, you will need to book on a daily basis.
3. **Daily Tasks**-Weave these into the cracks of your day or do them all at once.
4. **Leads Time**-Create 1-3 hours per week to generate new prospective clients, depending on your goals. You may need less time or minimal time if you have lots of referrals.
5. **Office Time**-Create 1-3 hours of office time per week. Delegate as much as you are able. Do not fall into the trap of spending too much time in your office! You must implement a system for organization, but know that while a lack of organization can definitely hold you back, good organization will never move you forward on its own.

Weekly Office Time Tasks

Must be done by you:

- Customer Thank-you Cards
- Follow-Up Customer Calls (3+3+3)
- Manage Money & create bank deposit
- Label Business Receipts
- *1st Week:* Customer & Team Birthday Cards
- *2nd Week:* Cards to Team Members
- *3rd Week:* Product Replacements
- *4th Week:* Tally Sales Tickets from "Ready to Order" Envelope & Order Product, then file Sales Tickets into tax / permanent files

The below can be done by you or delegated. They need to be done on a weekly basis. Remember that you can make more money by holding an appointment than by doing these things.

Can delegate to responsible teen or adult:

- Put Profile Info into InTouch & File
- Put Sales Tickets into InTouch & put into "Ready to Order" Envelope
- File Order Sheets
- File Business Receipts
- Pack Travel Cases (product)
- Re-fill Starter Kit
- Refill Career Chat Folders (keep 10)
- Refill hostess packets (keep 10)

A mature child can help (or pay teen):

- Process Product (label, put away, etc)
- Make appointment goody bags
- Wrap mini hand crèmes
- Ribbon on PCP gifts

Daily Tasks

- Goal Set/6 Most Important Things
- Confirm next day/Pre-profile
- Check Voice Mail
- Check InTouch (briefly)
- Check Business E-Mail
- Return Customer Calls / Web Orders
- Process Credit Cards
- Pack Orders
- Return Director Calls
- Return Team Calls
- Fill out Unit Challenge Sheets

Appointment Time Tasks

- Use the Flip Chart!
- Ask for referrals
- Re-book for Check-Up Appointment

Phone Time Booking Tasks

- Selling Appointment Booking Calls
- Career Chat Booking Calls
- Coach Classes

Ideas for Leads Time Tasks

- Run a Business Promotion
 - Craft Fair Booth
 - Daycare Promo
 - Customer Appreciation
 - Appreciation Angels
 - Women's Awareness Program
 - Breast Cancer Awareness
- Visit businesses and ask to put in a fishbowl/prize drawing
- Check Fishbowls
- Run Errands and Warm Chatter