


What is an Efficient Mary Kay Work Week?

Many of you have said, "I need structure in my career," or "I need a plan; a track to run on." Well, probably the only reason you aren't able to do that with your Mary Kay business is that you're not sure what to do when. There are lots of options that we would refer to as "working," but which ones should you do the most? How do you know you're making the most productive use of your time? Here is an example of how I have worked my business through the years. Perhaps it will help you to make the most of your business too!

Sunday	Monday	Tuesday	Wednesday
<p>7:00—8:00 PM</p> <ol style="list-style-type: none"> 1. Confirm bookings and coach hostesses for this week's classes. 2. Pre-profile guests. 3. Confirm/invite guests to Monday Meeting. 4. Invite prospective recruits who are able to attend the meeting to assist you at a skin care class this week. 	<ol style="list-style-type: none"> 1. Hold a class or spend 1-2 hours on the phone on follow up/booking. <i>Your goals at each class are:</i> Book 2 more classes, Sell \$150+, Find 1 or more prospective recruits. 2. Warm chatter 3 new women. 3. Send a note of encouragement or call current team members. 	<ol style="list-style-type: none"> 1. Book 1 new appointment for next week. 2. Warm chatter 3 new women. 3. Pack car for facial tonight & first 2 classes this week (extra tray and inventory). 4. Bring 1 or more model/guests to the meeting. 5. Send Thank You notes to last week's hostesses. 	<ol style="list-style-type: none"> 1. Mail product reorders to long distance customers. 2. Mail or deliver next week's hostess packets. 3. Listen to "Tape of the Month" or other motivational Mary Kay tapes. 4. Hold 1 class or spend 1-2 hours on the phone (see Monday for goals.) 5. Paperwork and filing—spend no more than 30 minutes
Thursday	Friday	Saturday	
<ol style="list-style-type: none"> 1. Repack car. Replace sold inventory and clean trays. 2. Go to bank to make deposit. Remember to split 60% includes tax for inventory replacement, & 40% profit to pay yourself. 3. Hold 1 class or spend 1-2 hours on the phone (see Tuesday for goals). 4. Warm chatter 3 new women. 	<ol style="list-style-type: none"> 1. 5 by Friday Club - Make sure you have at least 5 classes booked for next week. If not, do what you have to do to be sure it's done before you go to bed tonight! 2. Warm chatter 3 new women. 3. Repack car for 2 classes. Replace sold inventory and clean trays. 4. Paperwork—no more than 1 hour. 5. Deliver or mail reorders and hostess packets for next week. 6. Date night! A great reward! 	<ol style="list-style-type: none"> 1. Hold 2 classes (10 am-Noon and 1-3 pm). 2. Listen to tape in car between classes. 3. Complete this week's Weekly Accomplishment Sheet. 4. Fill out order sheet to replace all products sold. 5. File all sales receipts for this week in monthly income envelopes. 6. Turn on answering machine. Family time! 	

These are some general guidelines to create your own work week.

Do something with your business every day.

Booking classes should have the highest priority. Nothing happens in our business without them.

Don't allow yourself to get buried in paperwork. Two hours or less a week should be plenty to stay caught up. If it isn't, you may consider that you're doing more than is really necessary. Consult with your Director if you need help in this area.

Follow-up with prospective recruits you've met at classes within 48 hours. Preferably, when you are still at the class with them, arrange a time to meet with her again to share the marketing plan. Don't wait to call her at home. Get as much done at the class as possible. If the hostess (or someone who lives with the hostess) is the prospective recruit, consider going through the marketing plan right after the class. She is the most excited about the idea right at that moment, and your time is used the most efficiently. If she is unable to make a decision right away, ask her to assist you at your next class, or attend an event with you.

Make warm chatter a way of life. It's not something you go out to do, it's something you do while you're out. Setting a goal gives you a yardstick so you can feel good about your accomplishments. If three a day is too small for you, set a bigger goal. Booking from your classes and warm chatter everywhere you go will make your date book full every week.

Have fun while you're working, and those around you will have fun too!