

# What is an Efficient Mary Kay Work Week?

## Sunday

7:00—9:00PM

1. Confirm bookings and coach hostesses for this week's classes.
2. Pre-profile guests.
3. Confirm/invite guests to weekly unit meeting.
4. Invite prospective recruits who are unable to attend the meeting to assist you at a skin care class.

## Monday

1. Book 1 new appointment for next week.
2. Warm chatter 2 new women
3. Pack car for facial tonight and first 2 classes this week (extra tray and inventory)
4. Bring 1 or more model/guests to the meeting.

## Tuesday

1. Hold a class or spend 1-2 hours on the phone. Your goals at each class are: Book 2 classes, Sell \$150, Find 1 or more prospective recruits.
2. Warm chatter 3 new women.

## Wednesday

1. Mail product reorders to long distance customers.
2. Mail or deliver next week's hostess packets.
3. Listen to the "Tape of the Month" or other motivational MK tapes.
4. Hold 1 class or spend 1-2 hours on the phone (see Tuesday for goals)

## Thursday

1. Re-pack car, replace sold inventory and clean trays.
2. Go to the bank to make deposit. Remember to split 60% + tax for inventory, 40% profit.
3. Hold 1 class or spend 1-2 hours on the phone. (See Tuesday for goals)

## Friday

1. 5 by Friday Club— Make sure you have at least 5 classes booked for next week. If not, do what you have to, to be sure it's done before you go to bed tonite.
2. Warm chatter 3 new women.
3. Repack car for two classes. Replace sold inventory and clean trays.
4. Paperwork—no more than 1 hour.

## Saturday

1. Hold 2 classes (10 am –Noon and 1-3 pm)
2. Listen to tape in the 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 until 7pm on Sunday.

If this schedule doesn't work for your lifestyle, let me give you some general guidelines so you can create your own.

- 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. 2 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 to stay organized. Consult with your Director if you need help in this area.
- Follow-up with prospective recruits you've met at classes within 48 hours. Preferable, 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 the unit meeting (whichever is coming first).
- Make warm chatter a way of life. It's not something you do 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 3 a day is too small for you, set a bigger goal. Booking from your classes and warm chatter everywhere you go will make your datebook full every week.
- Have fun while you're working, and those around you will have fun, too!