

WORKBOOK

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New Consultant

Follow the path to a successful business!

NITA GODWIN & SIMA BUTTON, - MARY KAY SALES
DIRECOTORS



New Consultant #1

01 Intro to InTouch

Set up your website: Business Tools> Personal Website Manager> Personal Website Manager

Set Up Credit Card Processing: Ordering> Propay

Set up your favorites! On front/Splash page go to Favorite Links>Update Favorites

Education Tabs

MKU: Start here! All the basics to get your business started right!

Skin Care Confident: Next most important module since skin care is the bread and butter of your business AND is important for health!

Color Confident: Your next stop in your self-paced education. Make-up can be a HUGE confidence builder!

Legal Education Module: Get all the ins and outs of what we can and can't do especially on Social media!

PRIZE ALERT:

Earn your Charm Bracelet for attending and 1 charm for graduating from each of the modules for a potential of 4: MKU, Skin Care Confident, Color Confident, Legal Education Module



02 My Business Tools Tab

- My Customers
- Preferred Customer Program
- ECards
- Contest and Career Opportunities (Business Tools>MyBusiness>Contest and Career opportunities)
- Weekly Accomplishment Sheet (all the way at the bottom of Business Tools tab)
- MyCustomers+ Download App free from Play or Apple Store



CHARM ALERT:

Task for Charm: Enter weekly accomplishment sheet & enter 5 customers onto your customer list



03 Social Media & other Communication Tools

- Resources> Digital Zone>Social Media Central>Getting Started This document walks you through how to set up all your business pages, groups etc and social media.
- Digital Zone! Resources> Digital Zone (or Digital Assets to go straight to images)
- Set up Skipio Texting Service Ordering> MK Connections Approved Vendors>Skipio
- Customer eCards under business tools tab

CHARM ALERT:

Task for Charm: Set up FB pages & schedule first post and add 5 customers to group and get at least 5 "likes"

Bonus charm for IG Biz account and attracting 5 followers





04 Time, Money and Emotional Management

Weekly Plan Sheet. Plan out your work and work your plan! Need a Template? See Next Page. Blank Template just search Weekly Plan Sheet on Intouch!

Inventory Control: Scan in your orders using the myCustomers+ App and log all your sales tickets digitally for Real time inventory numbers! Pull reports for end of year taxes!

Bank Account: Open a separate personal checking account just for your business and pay yourself by transferring balances. If you want a Credit Card for you biz make sure it is a different one from Household ones. Ask your director about the MK Credit Card!

60/40 Split. While we do make a 50% profit we suggest a 60/40 split. 40% your pay, 10% to your MK Savings account for business expenses (education, Section 2, marketing materials, etc)

IPA Sheet: <https://www.mundyarea.com/training-central/time-money-management>

(there is also a Weekly plan sheet and example here)

Weekly Accomplishment sheet - Business Tools> all the way at the bottom

CHARM ALERT:

Task for Charm: Fill out IPA, plan sheet and acc sheet

Week 4: Example Weekly Plan Sheet

You can do your plan sheet on your normal calendar or print out a blank one from Intouch.

Rosy's Mary Kay Weekly Plan Sheet							
Name: <u>Rosy Acevedo</u>		Months of: <u>December 2008 - March 2009</u>					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00	Please call me if you have a question, I want to hear your voice! ☺ Please allow 24 hrs to return calls.						
6:00	You may call my cell phone at any time! Messages from the weekend will usually be returned on Monday morning.						
7:00	Rosy's Family Day	Personal Time 7:00am - 8:00am	Personal Time 7:00 am - 10:00 am	Weekly Success Event Day! Getting ready to give you a fabulous meeting	Law Day	Personal Time 7:00 am - 10:00 am	Personal Time 7:00 am - 10:00 am
8:00		DIQ Call with Dacia					
8:30		Director's Call with Dacia 9:00am - 10:00am					
9:00	Rosy at Church	HumbleBee Office 10am - 2:30pm	HumbleBee Office 10am - 2:30pm	I will try to return HumbleBee calls between 1:30pm & 2:30pm	I will try to return HumbleBee calls between 1:30pm & 2:30pm	HumbleBee Office 10am - 2:30pm	Dare Rally - 1st Sat Bravo Breakfast - 2nd Sat Color Class - 3rd Sat Skin Care Class - 4th Sat 10am-12pm (subject to change - look at monthly calendar)
10:00							
10:30							
11:00	Rosy's Family Day	Family Time 2:30pm - 7:30pm	Family Time 2:30pm - 7:30pm	Family Time 2:30pm - 5:30pm	Family Time 2:30 - 7:30 pm	Family Time 2:30pm - 7:30pm	*From 2:00 pm forward: Personal SCC or Call to schedule Marketing Session
12:00							
1:00							
2:00	Rosy's Family Day	MK Time Personal SCC or Office Work 7:30 pm-9:30 pm Circle of Excellence Conference Call 9:30pm	Family Night	Weekly MK Success Event WNL at Villaggio Clubhouse in Miramar Set up 6:00pm Meeting 7:00pm-9:30pm	MK Time Personal SCC or Office Work (Pot Luck/Calls - 3rd Thursday of month)	Date Night	
2:30							
3:00							
4:00	Rosy's Family Day	MK Time Personal SCC or Office Work 7:30 pm-9:30 pm Circle of Excellence Conference Call 9:30pm	Family Night	Weekly MK Success Event WNL at Villaggio Clubhouse in Miramar Set up 6:00pm Meeting 7:00pm-9:30pm	MK Time Personal SCC or Office Work (Pot Luck/Calls - 3rd Thursday of month)	Date Night	
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6:00							
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10:00							
10:30							
* I will take and return all calls during office hours. Leave a message and I'll return calls in the evening whenever possible. Reserve emails to the office for your RSVP's, IOU's, Prize vouchers, event information questions!							



Time Management



Discover Your Why

- What's your Mission Statement? - A mission statement is a short statement of why an organization exists, what its overall goal is, identifying the goal of its operations. (from Wikipedia)
- Vision Board train your subconscious to work on your why and goals by giving it pictures to focus on.
- Affirmations: Affirmations are positive statements that can help you to challenge and overcome self-sabotaging and negative thoughts. When you repeat them often, and believe in them, you can start to make positive changes. For example, evidence suggests that affirmations can help you to perform better at work. (from mindtool.com)
- Feeding your brain: Positive Media What do you read and/or listen too? Do you listen to or read something positive Daily?





New Consultant #6

06 Career Path/Maximizing your income

- Business Tools> Online Agreements>Create new e-mail invite. *note Online Agreement is way at the bottom of the business tools menu.
- Business Tools>myBuisness>Consultant List - This screen tells you all about your team!
- Pearls of Sharing: Moving up to Senior and Super Senior everyone is a Red in Qualificatiion!
- All of our bonuses are published in the Advance Brochure:
Resources>Publications>Advance Brochure

CHARM ALERT:

Share the Youtube recording with 6 prospects & have them do follow up w/Director and survey



Gratitude

Why gratitude? Gratitude is the quality of being thankful, a readiness to show appreciation for and to return kindness. It's like a muscle: the more you work it, the stronger it gets!! Energy flows where attention goes.



Nita Godwin & Sima Button

Nita and Sima are your go to resources for questions. They are the business coaches that came in your starter kit! Feel free to reach out. Both repons better to text!

Nita 571.437.8026 or nitagdowin@gmail.com

Sima 571.643.4453 or simavision@gmail.com

LET'S KEEP IN TOUCH

HELLO@REALLYGREATSITE.COM

