

## ORGANIZATIONAL TOOLS

Follow this and you will have a place for everything. Set the habit now to "keep it simple and file it now" and you'll be so grateful later

**OFFICE SPACE:** Tax-wise, you are better off if you have a full room to devote totally to your office. If you don't have a full room available, then choose a quiet room that can be closed off from the "active" area of your house or apartment. You'll need a desk (card table or ironing board will do for starters) that is not shared by someone else. At your desk you'll need a phone with answering machine (or service), file box (a shoe box will do), small mirror, and shelves to organize your products. Get these as close together as possible in one area.

**BRAIN BOOK:** Buy a 3-inch, 3-ring binder and tab dividers. Put your monthly goal sheet in the front to stay focused on your goals and income producing activities, and label tabs accordingly. TNT (Today Not Tomorrow) - daily, weekly, monthly plan/goal sheets that you are tracking. WEEKLY ACCOMPLISHMENT SHEETS - e-mail, turn in at meeting, or mail at the end of each month a copy of these sheets to your Director. The original copy is kept with the Pink Sales Tickets stapled to the back for the week - file these in an accordion file labeled January - December. BOOKING - keep a list of booking prospects with phone number. BOOKING & COACHING CHECK LIST - keep copies of the Booking & Coaching Check List for each class. RECRUITING - keep list of recruiting prospects with phone numbers. DREAM - for goals and motivation. NOTES - for miscellaneous information. This is your working notebook where you keep up with all your contacts and Income Producing Activities. Add some pockets to keep up with loose papers, cards, etc. Eat, sleep and dream with this book, your date book, and you'll never lose track of important information or prospects.

**IDEA BOOK:** Buy a 3-inch, 3-ring binder and tab dividers. Use to file handouts from meetings, training sessions, Applause Magazine, etc. Label tabs: BOOKING, COACHING, COLOR, CUSTOMER SERVICE, GOAL SETTING, MONEY MANAGEMENT, RECRUITING, SELLING IDEAS, TIME MANAGEMENT, and any other topics/information you want to keep track of.

**LITERATURE FILE:** Buy a 24-tab accordion file to sit under your desk for Sales Slips, Brochures, Contest Flyers, Blank Customer Profiles, and Recruiting Literature. This makes your office portable.

**TAX RECORD FILE:** Buy two 24-tab accordion files and label accordingly:

Income: January - December, for each Weekly Accomplishment Sheet and the corresponding Pink Sales Tickets stapled to each. You can file your Commissions Schedules that Mary Kay sends here also.

Expenses: ADVERTISING (sales tickets for all give aways, personal use, etc.), AUTO, BANK STATEMENTS/DEPOSIT SLIPS; BANK LOAN, EDUCATION (Career Conference, Seminar, Retreat registration, and special training fees), CREDIT CARD PROCESSING FEES, CREDIT CARD STATEMENTS, DUES/PUBLICATIONS, INVENTORY (beginning & ending for the year), MEETING COSTS, MEALS/ENTERTAINMENT, OFFICE SUPPLIES, PRODUCT PURCHASE INVOICES, POSTAGE/SHIPPING, TELEPHONE, and any other EXPENSE you incur on behalf of your MK business. Get a receipt for EVERY MK transaction, label and file it immediately (it's better than filing at the end of the year). You'll have an easy time totaling up your expenses at the end of the year for your taxes.

Take your odometer reading on your car as soon as you begin to drive anywhere concerning your Mary Kay business (weekly meetings, orientation, guest functions, selling appointments, recruiting appointments, shopping for MK supplies, warm-chatter booking, deliveries, etc.). Write name and addresses in your date book/calendar of any Mary Kay activity. Write beginning and end odometer readings for each trip in your mileage log. You can purchase a mileage log at any office supply store. You must keep this information in order to deduct your business miles - this will be one of your biggest deductions!! Work smart - combine trips and most of your miles can be tax deductions.

**CUSTOMER SERVICE FILES:** The MY CUSTOMERS section of the InTouch Web Site for Consultants and Directors will help you keep track of your customers' individual orders, addresses, birth dates, etc. You can choose to use the automated system of MY CUSTOMERS (which is suggest strongly, unless you don't have a computer), or you can manually keep tract of this information on each individual Customer Profile. Use two card files with tab dividers A - Z, and January - December. You will use one for the hard card copy and one for the white paper sheet from the top of the profile card. You will use the card copy for address changes, product purchases, etc. per customer in the A-Z file. You will use the white paper sheet for Birthday notices in the January - December file. Use your Birthday file to send a Beauty Book with your card stapled to it letting your customer know how much of a Birthday discount she gets on her purchases for the month. These can be sent out at the beginning of the month. (I write the information on the back of my card). Address the Beauty Book to her with a note on the outside letting her know there is a "Birthday Discount Inside ©".

**IN YOUR PURSE:** Carry a supply of Beauty Books and Business Cards with samples attached in your Go Book at all times to hand out to people you meet. You will always be prepared to make business contacts, which will lead to selling appointments, sales and new Team Members.

**IN YOUR CAR:** A good way to carry product to classes and to keep products in the trunk of your car for quick sales as you meet your customers during your day, is to purchase the Wheeled Cosmetic Carrier from the MKConnections. This insulated bag will keep your products from melting or freezing. You can also purchase the Slip On Color Case to carry all your color products (not insulated). Plus the Sample Organizer will help you keep all of your samples ready and available at a moment's notice.

**HANGING SHOE BAGS:** Great space saving way to organize trial size tubes, samples, fragrance vials, hostess gifts, etc.