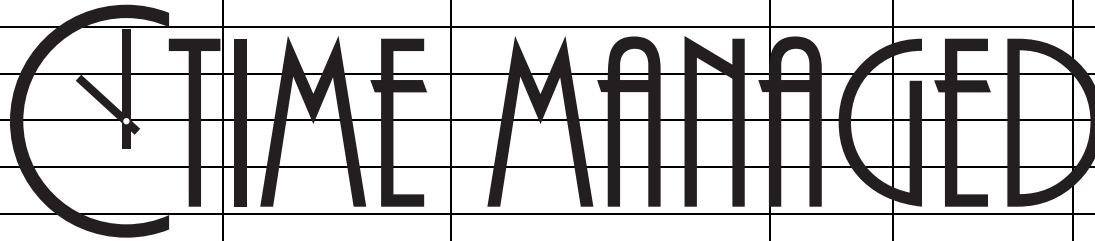


# MY TEAM AT A GLANCE

Name	Consultant #	Phone	Active	Wholesale	Seminar Qual.	8 Bookings	Pearls of Sharing	1 <sup>st</sup> Class Held
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								
25.								



# MONTHLY GOAL TRACKING

Name	Facial	Interview	MK User?	CD (Has/Heard)	Q&A (Booked/Held)	Guest (Inv/ Showed)	Notes
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							
28.							
29.							
30.							

 TIME MANAGED

\* Write date in tracking form and refer to calendar on that date for contact info. (Be sure to write name and number in appt. slots)

# TIME MANAGED

## Daily Checklist

Tasks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Call ( ) customers (re-orders and follow-ups)							
Call team members							
Send cards/notes							
Call to schedule classes/facials							
Call prospective team members							
\$100 Sales							
Daily Hotline							
2 Bookings							
5 New names							
1 Interview							
Affirmations (3 times)							
Drink 8+ glasses of water							

## Weekly Recap

# of new team members (tally)		
# of appointments for next week (tally)		
# of skin care sets sold (tally)		
\$ skin care classes/facials		
\$ on the go appointments		
\$ online/web orders		
\$ shows (open house, special events, etc.)		
\$ brochures/reorders		Wholesale order placed
		Submit WAS online

\$  Week sales total

\$  Year to date (YTD) total