

WHAT SHOULD I BE DOING AND WHEN SHOULD I BE DOING IT?

You have many responsibilities as a Mary Kay Consultant. Wouldn't it be great if we knew how to prioritize our time so we got MORE done in LESS time?

Success is more than being busy: It's getting the RIGHT things done.

Prime Activities during prime people time (PPT - 9am to 9pm)

in order of importance

1. **BOOK NEW SELLING APPOINTMENTS** (classes and facials.) Don't let that datebook get empty. Keeping a full date book with twice as many appointments as you expect to hold each week is a must! Don't wait for huge chunks of time. Sometimes popping in to your office for 10 minutes to make 3 calls can yield you a lot!
2. **FOLLOW UP WITH INTERVIEW PROSPECTS.** You'll always want to touch base with those people you interviewed in the last day or two. Don't let this critical follow up slip through the cracks.
3. **RETURN YOUR CUSTOMERS' CALLS.** This should always be done within 24 hours of their call: they deserve good service.
4. **COACHING HOSTESSES AND PRE-PROFILING.** A class worth booking is worth coaching. Too many postponements hamper your progress. Some postponements are normal but more than 50% is not.
5. **INVITING GUESTS TO MEETING/EVENTS** and setting up new interviews not held at the end of a skin care class. I always found that Wednesdays and Thursdays were a day to invite 10 guests to my next Success Meeting (always work the numbers.)
6. **CUSTOMER SERVICE CALLS.** Be sure to service those existing clients who deserve a 6-8 week check-up so they can know about the new products and what specials you have. **CAN YOU BOOK SOME OF THEM FOR AN UPDATED MAKEOVER?** Turn those reorders calls into new appointments and invite her to your next Mary Kay function or Brunch! **THAT IS WORKING FULL-CIRCLE!**
7. **CONTACTING TEAM MEMBERS AND CHECKING IN WITH YOUR DIRECTOR.** Key people contact their Director frequently and call their key team members at least once a week or send a postcard. Ideally this could be done after 9pm if OK with Team and Director! If you call them at 7:30pm, you're potentially tying up your precious People time and theirs too - **BOOK** instead!

WHAT CAN I BE DOING DURING NON-PRIME PEOPLE TIME (NPPT?) THAT IS THE TIME BEFORE 9AM AND AFTER 9PM

1. **PLAN YOUR WEEK.** Use weekly plan sheets. An hour's worth of planning will save you countless hours of wasted mis-invested efforts.
2. **ORDER.** Quickly look over your inventory and email that order in on Intouch. Always shoot for 50% profit - and the Bonus (1 or more.)
3. **PREPARE FOR SKIN CARE CLASSES.** Clean mirrors, organize profiles, etc. Also try to delegate as much of this as possible. Send those reminder postcards to future hostesses.
4. **FILL OUT WEEKLY ACCOMPLISHMENT SHEETS.** Give one copy to your Director and keep one for yourself.
5. **FILL ORDERS RECEIVED FOR THAT DAY.** Mail most of them. Only deliver those that are on your planned route for the day or for customers you want to see face to face to interview or increase the sale. Riding all over the countryside for a day is not a wise use of your time unless you're seeing the people.
6. **PAPERWORK.** Delegate if possible and Never use Prime People Time to do this if possible.
7. **READ YOUR APPLAUSE MAGAZINE AND DIRECTOR'S NEWSLETTER.** You'll be in there if you're following this advice.

WISE TIME TIPS

- **Always attend and support Company events. Strive to take guests to EVERY Success Meeting so you can be motivated and trained while you're earning.
- **Take new team members along with you to your Skin Care Classes and talk to them in the car on the way.
- **Listen to motivational CD's while you're putting on makeup in the morning and while riding in your car. Make your car a "college on wheels."
- **Try to do 2 things at once. For example: why not listen to a Training or Motivational CD while you're ironing?
- ** Make a "Bug List." Write down those things around the house or in your office that "BUG" you and tempt you to get off track. Scheduling a time to "fix" these pesky items will relieve you of that stress.