

COMMUNICATION TOOLS

To organize what you
will need to
be effective in your business
here are some...



PRIMARY COMMUNICATION TOOLS YOU WILL NEED TO HAVE IN PLACE FOR YOUR MARY KAY BUSINESS...

Weaver Area Hotline 1-615-346-2848

Call daily for inspiration and ideas! Get YOUR name announced when you:

- Have a \$100+ day!
- Hold an Interview (sit down in person or on phone and share career)!
- Add a new team member!

Email Address

You will need a working email address that is checked daily. This form of communication is used to send written training and informational messages including schedules and announcements you need to know. If you are NOT receiving emails from Julie, please send her an email at julieweaver@insightbb.com to be added to her list.

Area Website

All Area related information is posted on this site. This site has been created and maintained for YOU!!! It is packed full of selling and recruiting ideas, Unit Schedule of Events, and special contest information.

Visit www.julieweaver.net

Training DVD's

A great tool to watch over and over. They show you how to pack, role play scripts, and put your business together in a snap. Ask your director how to get yours.



The Director's Seat

Description: This path is for the consultant who is committed to being a DIQ by the first of next month or is presently a DIQ! Her heart is definitely on the Director Path, right now!



Name: _____

_____ I am committed to holding at least *12 - *20 classes this month. (that's 36-60 faces per month/3-5 classes per week).

*The further away you are from your Director goal determines the number of necessary classes (i.e. if you are beginning with zero recruits, 20 classes is a must!).

_____ I am committed to asking 7 people a day for new appointments!

_____ I am committed to spending 4-5 hours a week booking and coaching my appointments!

_____ I am committed to calling 5 customers a day for reorders!

_____ I am committed to calling my team members at least once a week, and the newer ones at least 3 times a week or more.

_____ I am committed to sharing a marketing sheet with every one I facial and getting it to my Director within 24 hours!

_____ I am committed to having *13-*32 guests/Interviews with my Director this month.

*The further away you are from reaching your goal will determine the amount of necessary interviews. Use the formula: 4 interviews with your Director for every new Recruit (i.e. 8 new Recruits = 8 x 4 = 32 interviews!).

I, _____, am totally committed to the Director's Seat Path for the month of _____, 20____. I will attend my success meetings and communicate with my Director. I am committed to being a consistent Star Consultant. I will fill myself with motivational material by listening to "positive" tapes, cds and reading "positive" books. I will recite my affirmations daily and visualize myself in the Director's Suit!

Consultant's Signature: _____

Put it in Drive Path



Description: This path is for the consultant who is committed to going on target for her car THIS month or is presently in qualification to earn the use of the Chevy Malibu or Cash Compensation.

Name: _____

_____ I am committed to holding at least 10-16 classes this month. (that's 30-48 faces this month/2.5-4 classes per week)

_____ I am committed to spending 2.5-4 hours a week booking and coaching my appointments!

_____ I am committed to asking 7 people a day for new appointments!

_____ I am committed to calling 5 customers a day for reorders!

_____ I am committed to sharing a marketing sheet with every one I facial and getting it to my Director within 24 hours!

_____ I am committed to having 10-15 guests/interviews with my Director this month.

I, _____, am totally committed to the Drive Path for the month of _____, 20____. I will attend my success meetings and communicate with my Director. I am committed to being a consistent Star Consultant. I will fill myself with motivational material by listening to "positive" tapes, cds and reading "positive" books. I will recite my affirmations daily and visualize myself in the Malibu!

Consultant's Signature: _____

The Red Path

Description: This path is for consultants who are ready to move into their Red Jacket now!



Name: _____

- _____ I am committed to holding at least 8-12 classes this month (that's 24-36 faces per month/2-3 classes per week)
- _____ I am committed to asking 2 people a day for new appointments!
- _____ I am committed to spending 1.5 hours a week booking and coaching my appointments!
- _____ I am committed to sharing a marketing sheet with every one I facial and getting it to my Director within 24 hours!
- _____ I am committed to having 8-12 guests/Interviews with my Director this month.

I, _____, am totally committed to the Red Path for the month of _____, 20____. I will attend my success meetings and communicate with my Director. I am committed to being a consistent Star Consultant. I will fill myself with motivational material by listening to "positive" tapes, cds and reading "positive" books. I will recite my affirmations daily and visualize myself in the Red Jacket!

Consultant's Signature: _____

The Star Path



Description: This path is for the consultant who wants to move up, but is not yet ready for the Red Jacket. Her focus is to build momentum and to learn to work consistently as a Star Consultant.

Name: _____

_____ I am committed to holding at least 3-5 classes this month. (that's 9-15 faces per month)

_____ I am committed to talking to 1 new person a day about my product, business, etc.

_____ I am committed to spending 1-1.5 hours a week booking and coaching my appointments!

_____ I am committed to sharing a marketing sheet with every one I facial and getting it to my Director within 24 hours!

_____ I am committed to calling 10 customers per week to ask for reorders!

_____ I am committed to having 1-4 guests/interviews with my Director this month.

I, _____, am totally committed to the Star Path for the month of _____, 20_____. I will attend my success meetings and communicate with my Director. I will fill myself with motivational material by listening to "positive" tapes, cds and reading "positive" books. I will recite my affirmations daily and visualize myself moving up in Mary Kay!

Consultant's Signature: _____

Designing My Life Plan Sheet



“Better to look ahead and prepare than to look back and regret” Jackie Joyner- Kersey

1. In as much detail as possible, describe your dream life: _____

2. How can your success in Mary Kay and what position in Mary Kay can afford you that Dream? _____

3. What is one specific thing that you would like to pay for with your Mary Kay income? _____

4. How much income per week would you need to bring in to pay for the above? _____

THE GOAL

My monthly sales goal is? _____ X 40% profit = _____ - (1/2 for loan) _____ = _____

My monthly recruiting goal is? _____ X \$1,000 average = _____ X 4% = _____
(Projecting your income will help you to more easily map out your plan for the month and break it down weekly)

THE PLAN

How many classes do you need to hold each week in order to meet your sales goal? _____ X \$200 = _____

How many classes do you need to book each week in order to hold the classes you need to? _____
(book double amount you want to hold, because not all appointments hold)

How many people do you need to interview weekly in order to reach your recruiting goal?
(# you want to recruit) _____ X 5 = _____ (# of interviews that need to be done)

PUT THE PLAN INTO ACTION

- Make out your “Perfect Week” using the Weekly Plan Sheet
- Write out your “5 Bottom Line Results” for the week
- Make out a daily “To Do List”
- Write out 3-5 Affirmations, say them daily
- Write out your Accountability Plan (call hot-line, call director, etc.)



“If you can dream it, you can achieve it!” Mary Kay Ash

Mary Kay Weekly Plan Sheet

Name:

Week of:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

6:00

7:00

8:00

9:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00

9:00

10:00

Consultant Monthly Commission Check Calculator

MK Money:

If you choose to grow a team, your money will multiply even faster!

An Independent Beauty Consultant is considered "Active" in the month a minimum \$200 wholesale Section 1 product order is received by the Company and in the following 2 calendar months.

All consultants make 50% of what they sell. All consultants can grow a team and make 4%, 9% or 13% commission from their team members' combined wholesale Section 1 orders in any one calendar month, depending where they are on the Career Path.

Consultants receive a monthly commission check from the company on any wholesale orders placed by team members. Consultants MUST be active to receive commission checks.



\$50 Team Building Bonus:

A \$50 bonus will be paid for each qualified personal team member (\$600 or more initial inventory order) beginning with the 4th personal team member. You must be active and have a minimum of 3 other active personal team members to receive the bonus.

Sr. Consultant

(1-2 Active Team Members)

4% Commission

Order your Red Jacket with 2nd Active Recruit!

Personal Team: \$ _____ x 4% = \$ _____

Star Recruiter aka Red Jacket

(3-4 Active Team Members)

4% Commission

Personal Team: \$ _____ x 4% = \$ _____

\$50 Bonus!

Bonus starts with 4th Active Team Member that is Qualified (\$600+ wholesale order):

of Personal Qual. Team Member(s):
_____ x \$50 = \$ _____

Total Check: _____

Team Leader

(5-7 Active Team Members)

Can go On-Target CAR with 5 active & \$5000 total team wholesale in one calendar month!

(Need to average \$5000 a month to finish in 4 months)

9% or 13% Commission

Personal Team: \$ _____ x 9% = \$ _____

(Less than 5 team members ordering \$200 w/s = 9%)

If you have 5 team members ordering \$200+ and YOUR personal w/s order is less than \$600 = 9%)

Personal Team: \$ _____ x 13% = \$ _____

(YOUR personal order is \$600+ w/s AND you have 5 team members ordering \$200+ w/s)

\$50 Bonus!

of Personal Qual. Team Member(s): _____ x \$50 = \$ _____

Total Check: _____

Future Director/DIQ

(10+ Active Team Members)

Can go DIQ with 10 active

Need to average \$6000 a month to finish in 3 months.

9% or 13% Commission

Personal Team: \$ _____ x 9% = \$ _____

(Less than 5 team members ordering \$200 w/s = 9%)

If you have 5 team members ordering \$200+ and YOUR personal w/s order is less than \$600 = 9%)

Personal Team: \$ _____ x 13% = \$ _____

(YOUR personal order is \$600+ w/s AND you have 5 team members ordering \$200+ w/s)

\$50 Bonus!

of Personal Qual. Team Member(s): _____ x \$50 = \$ _____

Total Check: _____

*Plan your work and work your plan!
Writing in your DATEBOOK means you will be
writing in your CHECKBOOK!*



MK Money Management Worksheet

Name: _____

Month of _____

1		2		3		4		5		6	
Weekly Sales (before tax)	Sales Tax (collected)	Weekly Payment Credit Card/Loan ...\$ from your MK sales (column 1 x _____ %)	My Profit	My Earnings ...guilt free spending money! (column 1 x _____ %)	MK Product Order + Shipping Section 1 (column 1 x _____ %)	% based on w/s Inv.	Business Expense Section 2 (column 1 x _____ %)	Weekly Sales (before tax)	Sales Tax (collected)	Weekly Payment Credit Card/Loan ...\$ from your MK sales (column 1 x _____ %)	My Profit
How Much Inventory do you have on hand? This will determine your split to take (re-ordering money and profit you can take)		1/2 of Profit goes to loan until it is paid in full	% based on wholesale Inventory on hand	1/2 of Profit is your guilt free spending money. When loan paid off, 100% profit to YOU	\$ to order Sect 1 with	Re-order \$	\$ to order Section 2 with	Weekly Sales Before tax	Tax Collected	Weekly Loan Payment	My Profit \$
Wholesale Inventory \$3000-3600 (60/40)			40%		55%	60%	5%				
\$2400-2900 (70/30)			30%		65%	70%	5%				
\$1800-2300 (80/20)			20%		75%	80%	5%				
Less than \$1800 (90/10 split)			10%		85%	90%	5%				
Week 1											
Week 2											
Week 3											
Week 4											
Week 5											
TOTALS											

YOU MUST RUN YOUR MONEY RIGHT! *More women have failed in their business because they didn't respect the money system!*

1. Get your inventory on a **PROFIT LEVEL** (\$3600 w/s)! (this allows you to pay yourself PLUS you are able to pay off your MK loan more quickly)
2. Complete this Money Management Worksheet and the Weekly Summary Sheet **EVERY WEEK!** (watch your profits & sales soar!)
3. **CONSISTENCY** is the key to success! **MAKE IT A HABIT!**
4. **EVERY WEEK...MAKE YOUR PAYMENT** to your loan or credit card because interest is compounded daily!!!
5. **EVERY MONTH...PLACE YOUR WHOLESALE PRODUCT ORDER!!!** Order smart (\$400-\$600+ gets you FREE product...see Biz Builders)
6. **EVERY WEEK...WRITE YOURSELF A PAYCHECK!!!** (the more inventory you have on hand, the more profit you are able to take right away!)

MK Money Management Worksheet Name: _____ Month of _____

DEMO

1		2		3		4		5		6	
Weekly Sales (before tax)		Sales Tax (collected)		Weekly Payment Credit Card/Loan ...\$ from your MK sales (column 1 x ___%)		My Profit % based on wholesale Inventory on hand		MK Product Order + Shipping Section 1 (column 1 x ___%)		Business Expense Section 2 (column 1 x ___%)	
How Much Inventory do you have on hand? This will determine your split to take (re-ordering money and profit you can take)				1/2 of Profit goes to loan until it is paid in full		My Earnings ...guilt free spending money! (column 1 x ___%)					
Weekly Sales Before tax		Tax Collected		Weekly Loan Payment		My Profit \$		\$ to order Sect 1 with		Re-order \$	
Wholesale Inventory \$3000-3600 (60/40)	\$400			\$20	\$40	\$20	(85%)	\$340	\$360	(5%)	\$20
\$2400-2900 (70/30)	\$400			\$40	\$80	\$40	(75%)	\$300	\$320	(5%)	\$20
\$1800-2300 (80/20)	\$400			\$60	\$120	\$60	(65%)	\$260	\$280	(5%)	\$20
Less than \$1800 (90/10 split)	\$400			\$80	\$160	\$80	(55%)	\$220	\$240	(5%)	\$20
Week 5											
TOTALS											

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Name _____ Year _____
 If this is your first year - Give Start Date _____

MARY KAY WORKSHEET
 THIS IS AN INFORMATION WORKSHEET FOR OUR CLIENTS
 CALL IF YOU HAVE QUESTIONS.

_____ Total Sales (Including Tax) _____ Commissions _____ Prizes

_____ Beginning Inventory (At Your Cost)
 _____ Section 1 Purchases (Your Cost - From Packing Slips)
 _____ Personal Use Product (Your Cost - Unseen - Physically Can Not See)
 _____ Closing Inventory (At Your Cost)

_____ Advertising (PCP, PINK!, etc.)
 _____ Insurance on Mary Kay Product
 _____ Interest on Loan or Credit Card
 _____ Dry Cleaning
 _____ Legal and Professional
 _____ Office or Bookkeeping Expenses
 _____ Weekly Meeting Fees
 _____ Supplies
 _____ Sales Tax Paid (From Packing Slips)
 _____ Travel Expenses
 _____ Meals and Food
 _____ Bank Charges on Mary Kay Account
 _____ Propay Fees
 _____ Dues and Publications
 _____ Postage
 _____ Freight Expense (From Packing Slips)
 _____ Section 2 (From Packing Slips)
 _____ Workshops

Telephone and Communication Expenses:
 _____ Mary Kay Long Distance
 _____ Second Phone Line
 _____ Home Phone Add-ons
 _____ Cell Phone
 _____ Voice Mail
 _____ Internet Access

Current Year Assets Purchased:

Date	Amount	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Misc. (description) _____

Vehicle Expenses:

_____ Total Vehicle Miles _____ Total Mary Kay Miles

_____ Purchase Price _____ Gas, Oil, Repairs, etc. _____ Tags
 _____ Lease Payments _____ Interest on Loan _____ Insurance

Office In Home Expenses:

_____ Utilities (Gas, Electric, Water, Sewage, Garbage & Cable)
 _____ Telephone Base Rate (For the Year) _____ Insurance (Homeowners or Renters)
 _____ Rent for Renters _____ Repairs and Maintenance
 _____ Real estate Taxes _____ Mortgage Interest
 _____ Sq. Foot Of Home or Apartment _____ Sq. Foot of Mary Kay Usage
 _____ Cost of Home _____ Purchase Date