

Mary Kay Office Organizing

Inventory:

- Keep inventory in one place like an office bookshelf
- Keep a supply in your car
- Transfer back & forth in a large utility bag

May Kay Bag:

- In the Caddy:
 - All demo products including the Miracle Set, microdermabrasion, foundations, satin hands, satin lips, eye firming cream, oil free makeup remover
 - The mesh bags should contain the mirror, tray, placemat, sponge, facial wipe, pen, customer profile, receipt, and beauty book
- In the Side Pockets:
 - Beauty Menus
 - Look Books
 - Recruiting Packets to give to the guests who book an interview
 - Hostess Packets to give to the guests that book a follow up
 - Customer Profiles
 - Receipts

Mary Kay Binder:

- Keep notes from the time you sign up to take notes on every call, meeting, conference, and party
- Keep a list of possible hostesses and recruits with their phone number in the front of the binder at all times
- Keep sheet protectors in your binder for all the handouts you might need to make copies of later

Taxes:

- Keep your receipts in a 7 tab Envelope:
 1. All expenses to Mary Kay Inc.
 2. Office Supplies including furniture
 3. House Utilities including cell phone bill
 4. Car Mileage including oil change receipts with mileage on it
 5. Food and Beverage for parties and interviews
 6. Travel Expenses for any trip you went for Mary Kay
 7. Sales Receipts, place your copy in here

Mileage:

- Keep a notebook in your car to write down the mileage when you start and the mileage when you arrive home and a quick note of where you went

Tracking Forms:

- Complete a Weekly Plan Sheet before the Sunday of every week to give you an outline and make a plan
- Complete a Weekly Accomplishment Sheet at the end of every week to track your sales and keep you accountable
- For every goal you have there is a tracking form to help you achieve it, keep them with your Weekly Accomplishment Sheet so you can complete them at the same time easily

Customer Information:

- Always add Customer Profile to MyCustomers on Intouch and add them to the PCP so they receive a catalog and specials each quarter
- MyCustomers will allow you to sort through the customers by birthdays, anniversaries, and address
- File your Customer Profiles in a small three ring binder in Alphabetical Order
- Record their birthday and anniversary in the chart so you can easily send them a card and call for a makeover
- Keep a small 7 tab Envelope labeled Sunday-Saturday to place the customers information in for 2 day follow-ups and for warm-chattering, then place the information in a 2 week file, and then to a 2 month file
- Attach receipts to the Customer Profile, so you remember what they already ordered and what they might need to reorder
- Call your customers every month to check for reorders and offer them an item they do not currently use for ½ price. Call A's on the 1st and B's on the 2nd, so that by the 26th you will have done great customer service for every single one of your customers!

Hostess Packets:

- In a pink or purple folder:
 - Hostess Checklist
 - Hostess Brochure with Guest List
 - Invitations
 - Hostess Gift Ideas
 - Money Envelope with 10 Receipts, Look Book, and current promotion

Recruiting Packets:

- In a red folder:
 - Team Building Brochure
 - Marketing Plan
 - Starter Kit Contents
 - Why Mary Kay quiz