Preparing For and Creating 2018 Fiscally
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- Suggestion: Do the Fiscal during non-people hours.
- So you may ask, what do many of these things have to do with $$$? They all have an effect on your bottom line!
- These are generally the things we resist that persist until we get them in place. They are systems that you put in place so you can operate in the joy zone because they allow you have fun, be clear, operate with focus, have energy for others & feel a great sense of accomplishment because you are no longer box jumping, operating from guilt, being confused, having a lack of commitment, missing rules, deadlines and details.
- When you have these systems in place, you no longer have to think about these items as you will just routinely without putting in any energy, effort or thought, do these things & will arrive at the point where they can almost happen without you as you learn to delegate and buy time by hiring and/or bartering for help.

(Outline any necessary answers on back)

____ Do I have sufficient inventory to operate my business? If not, what is my plan to remedy that obstacle?
____ Do I have a separate checking account & debit/credit card for my business?
____ Do I have business cards, labels for my products, and stamps for my literature?
____ Do I have a system in place for completing my weekly accomplishment sheet & making my weekly bank deposit routinely each week?
____ Do I have a method of determining my monthly paycheck & paying myself?
____ Do I have a system in place for compiling monthly expenses such as file folders, envelopes, Boulevard, etc.?
____ Do I have a system in place for tracking my mileage?
____ Do I have a system for ordering, replacing, & managing my inventory?
____ Do I complete a Weekly Plan Sheet or have some method of determining when I will work my business each week?
____ Do I have a system of tracking deliveries to be made?
____ Do I have a method of tracking outstanding monies owed, product trades, product returns/replacements, etc.?
____ Do I utilize a Daily Calendar/Tasks list?
____ Do I daily prioritize my Tasks in the order of people, followed by paper, followed by items to delegate?
____ Do I have a system in place to ensure promised, proper, integrity filled follow-up with existing & prospective customers, team members & prospective team members, hostesses, new customers, etc.? Tickler system, Boulevard tickler, list, notebooks, brain book, etc.?
____ Am I ready to do business having my demonstration/mirrors/display, etc. cleaned and ready to hold a facial or class on short notice? And do I have a system of always being packed & ready?
____ Are my products labeled and brochures stamped?
____ Do I have business cards & brochures with me at all times?
____ Do I have a Car Emergency Kit with extra sales tickets, business cards, brochures, tray & mirror set up, foil packs, looks, demo applicators, disposable cloths, product bags, etc.?
____ Do I have Hostess Packets made up in advance?
____ Do I have Team Building Packets made up in advance?
____ Do I have Success Training, special events, important dates & deadlines marked on my calendar as soon as I know them?
____ Do I have a method of processing my email? Tip: Schedule 30 minutes in the AM & 30 minutes in the PM and follow 5 steps: (1) Go through & trash & unsubscribe (2) What can you delegate? (3) If it takes 2 minutes or less do it now. (4) If it takes more than 2 minutes schedule to do later. (5) File what needs to be kept for reference/ print what needed to printed and acted upon. 50% of email will be trash, 30% can be done in 2 minutes or less & 20% will need to schedule more time for.