

Say good-bye to Post-It-Notes, scrap paper & disorganization! Purchase 12 spiral 1 subject notebooks--one for each month and keep it with you at your desk, in your car, where ever you may be!

Inside Cover of your Spiral is what you are working for this month, toward this quarter and/or this year! This would be the focus that will drive you daily to work your business! Draw it, cut it out and post it, color copy and post it and write it! "Write it Down! Make it Happen!"

What to TRACK in your Monthly Spiral Notebook:

- Glue or tape into your spiral your "Monthly Tracking Chart!"
- Draw "Smiley Faces" for the number of Faces you want to get Mary Kay on this month!-- Perfect Start/Power Start/Perfect Start/Power Start over & over!
- Draw "Hearts" for the number of women you want to share with about Mary Kay's business! Remember you are looking for a Yes or a Referral! Play the numbers sharing all the information necessary with 4 women to add 1 as a new Team Member!
- Draw "\$" for each \$100 you want to sell this month! Remember the formula--The amount you want to write your paycheck for X 2.5=What you need to sell Retail
- Prospect List for Faces & Classes/Parties/Group Event
- Prospect List to share information/bring as guests

Other Ways to Use your Monthly Spiral:

- Weekly Plan Sheet--Draw it or Glue/Tape it in.
- Date at least one page for everyday.
- Write your 6 Most Important To Do List & any Business To Do List. Include a Separate List for your Personal To Do List. (Remember the 80/20 Rule--80% of the results will come from 20% of your list...Make sure that 20% is on the top of the List! Prioritize your list: A=People Communication B=Paper C=Delegate)
- Write down & PUT ALL calls, orders, everything from that day in your spiral.
- If you attended a meeting on that day, take notes in your spiral.
- Start the next page with the next day, etc.

Note: Some prefer a 3-ring notebook but remember whatever kind of paper you use, you must be willing to take it with you EVERYDAY EVERYWHERE! That is the key!