

Weekly Office Time

- o Weekly Office Tasks
 - Week 1: Ordering Thanks
 - Week 2: Newsletter
 - Week 3: Cons./Client Bday
 - Week 4: Cons. Anniv.
- o Write WAS, IPA sheets

6 MOST IMPORTANT

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

“The only difference between a professional and an amateur is that a professional plays even when he doesn’t feel like it”
-Louis Armstrong

20 DIALS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

5:00 CLUB

Listen to PPD Hotline/Voxer on Personal Phone During!!!

- o Goal Set/6 Most Important
- o Check In-Touch
- o Listen and write down all voice mails
- o Check Email & Return (20mins)
- o Check/Return Texts
- o Pack Orders
- o Write 2 postcards to Key/New/Maintenance
- o Write Welcome Cards
- o Thank-you/Reminder postcards
- o Fill out Faces tracking
- o Fill out Career Chat tracking
- o Fill out “Moving Up” tracking
- o Pack for events if needed

Personal Power Hour

- o Booking Calls (20 DIALS)
- o Interview Booking Calls
- o Personal Interview Follow-ups
- o Confirm & Pre-Profile
- o Return Customer Voice Mails ONLY
- o 2 day/2week Customer Calls
- o 5 PCP Customer Calls
- o Coach Classes/Hostesses

LEADS

Name: _____
 Phone: _____

Name: _____
 Phone: _____

Name: _____
 Phone: _____

Name: _____
 Phone: _____

Name: _____
 Phone: _____