



# Sample Master To Do Lists

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## SAMPLE New Consultant Weekly Master To Do List

6 Most Important Things To Do list is pulled from your master list each day (3 High/3 Medium)

### HIGH (people)

Call or text or private FB message \_\_\_\_\_ (list 30 of the 150 names on your list) Using script for your POWER START (30 Faces in 30 days)

Invite 5 of your most supportive friends to attend your weekly meeting with you.

Call and research banks to compare rates for inventory

### MEDIUM (paper or process that supports the people)

Checklist #2 Welcome Packet 'Preparing your home office'

Checklist #3 Welcome Packet 'When your kit arrives'

Decide Business Debut (dependent on inventory)

Print off invitations from welcome packet or off intouch

Mail out or hand deliver 75 for 15 attendees



### LOW (delegate)

Once you decide each system it can be delegated.



## SAMPLE Seasoned Consultant Weekly Master To Do List

6 Most Important Things To Do list is pulled from your master list each day (3 High/3 Medium)

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### HIGH (people)

Follow up with hostesses for this week (list names) Preprofile if she is a weak hostess.

Invite (list names) for weekly meeting or event

Follow up or initiate booking with (list names)

Follow up or schedule interviews with (list names from recruiting layering sheet)

(if a booking or interview attempt fails then see products they are needing)

Call regarding booth for festival or for me to be guest speaker at school or sorority, civic group etc.

### MEDIUM (paper or process that supports the people)

Place product order

Redesign my table setting for Valentines Day

Decide on Valentine Special's and how that will be communicated.

Prepare for Tax appointment.

### LOW (delegate)

Add profiles of new customers to Intouch

Add sales tickets from previous week to Intouch (or paper system)

File receipts from week for taxes

Fill outside orders from classes to be held this week.

Pack inventory bags for classes

Create goodie bags for classes

Assemble 20 hostess packets and 20 recruiting packets

Label products, rotate new to back.

Follow up with customer service rotation calls to customers.

