

ORGANIZE YOUR OFFICE

FILE SYSTEM:

- ❖ A-Z for Customer Profile Cards
- ❖ January – December for Sales Tickets
- ❖ Expandable file for expense receipts
- ❖ Hanging files with tabs as needed

BRAIN BOOK: Establish a 3-ring notebook with tabs to produce an efficient approach to your business. Keep everything organized in one location!

SECTIONS:

1. **Focus and Goals:** List your goals and dreams for your family, business, and personal life.
2. **Weekly Schedule:** Decide how much time to invest in your business to reach your goals. Plan your work and work your plan. Please use the Weekly Plan Sheet.

Begin by writing the following commitments:

1. God First (daily devotions, church, Bible study)
 2. Family Second (date night, kid's ball games, etc.)
 3. Career Third (time to work your business)
 4. Personal time
3. **Contacts:** This section contains leads from referrals, conversational booking, friends, relatives, social networking, and facial boxes. Get into the successful habit of putting names in one place immediately. It's so fun to make a quick call and get bookings wherever you are. Keep your excitement alive by keeping your datebook full!
 4. **Team Member Potentials:** Immediately after sharing the opportunity, enter your customer's name and contact information in this section. This will allow you to keep names handy since customer profiles will be filed in your office.
 5. **Training & Scripts:** Keep notes from weekly unit meetings and scripts.
 6. **Preferred Customer Program List:** Quick access to your customer's information!
 7. **Next Event:** Keep dates of Career Conference, Seminar and the next event.
 8. **Make Your Own Sections:** Be creative and have fun getting organized!

Organization is the key to speed!