

Let's Get Organized!

TOP 10 ORGANIZING TIPS

1. Start the day with a clear desk. It always increases productivity!
2. A clear desk means it only displays what you really need: computer, telephone, and a daytimer. If you do not have sufficient drawer space, include items such as: container for pens, paper clips, and stapler.
3. Plan the day—the evening before. Write the 6 most important things to accomplish, then prioritize the list.
4. Begin working on the #1 priority for one hour of uninterrupted time—before handling email, voice mail, etc.
5. Work on the #1 priority until it is accomplished, then proceed to #2.
6. Keep things of like nature together. This avoids duplication and expense.
7. Keep a small amount of frequently used supplies in your desk.
8. Use hanging files and never put an item in one without a labeled tab.
9. Remember: “If it is hard to use—you won’t!”
10. Making your office visually pleasing is not a waste of time.

OFFICE SUPPLY LIST

Take this list to the store with you to get your supplies to set up your MK Office.

___ 1 1/2 in binder with page tab dividers. File instead of Pile! 3 hole punch all the Papers from your Welcome Packet, Starter Kit, and meetings. Put them in your binders so they'll be easy to access.

- **Tabs: Bookings, Business Management, Selling, Team Building, Goals, Contact List, NEW recruits, PROMOS, EVENTS)** Eventually this will turn into a filing cabinet!

___ File Box or File Cabinet with Hanging Files

- **Customers** (if not using software like Boulevard, Direct Track, or Pink Office)
In the A-Z you'll put a manilla folder with the Customers name on it and in there you'll put her Customer Profile Card and Sales Tickets.
- **Supplies** (see Business & Office Supply Drawer)

___ Manila Folders

___ Paper Clips

___ Ink Pens, pencils

___ Stapler

___ 3 hole punch

Skincare Class Supply List

You'll need these items to put for your appointments.

___ Cotton Balls

___ Cotton Pads

___ Washcloths

___ Headband or Hair Clips

You together **GOODY BAGS** for each guest as well. You can make these up in bulk.

Contents include:

___ Color Card

___ Sponge Tip Applicator

___ Business Card (need to order)

___ Candy (hard candy is best because it doesn't melt)

You other option is putting together your "BEAUTY BAR" in a TimeWise Repair Box and keep your applicators and Mascara samples in a quick zip bag.

Inventory Cases

I use the Wheeled Cosmetic Carrier and Slip-On Color Case from MK Connections. In the meantime until you build up some profit, cardboard boxes work just fine because they are insulated! Tackle boxes work great for smaller items like eye shadows.

Filled Goody Bags

Thank You Cards

Skin Care Samples

Color Cards

Mirrors (Clean)

Mirrors (Dirty)

Product Replacement

Sample Liners

Applicators

Wash Cloths/Headbands

Business Cards/Candy

Returned Products (use for Demo)

Demos/Personal Use

Cotton Ball/Pads/Foam Trays

LABELS FOR STORAGE BOXES

Shred

Ribbon & Bows

Wrapping Paper

Cello Bags

Cello Wrap

Shopping Bags

Gift Boxes

Tissue Paper

Baskets

Floral

Christmas/Winter

Valentine's

Fall/Halloween

Mardi Gras

4th of July

Spring/Summer

St. Patrick's Day

Easter

Bridal

TEAM BUILDING CD'S	HOSTESS PACKETS	WEEKLY PLAN SHEETS (BLANK)
SALES TICKETS	HOSTESS COUPONS	WEEKLY ACCOMPLISHMENTS (BLANK)
PROFILE CARDS & PONDER PINK PROFILES	HOSTESS BROCHURES	TEAM BUILDING BROCHURES
OUTSIDE ORDER FORMS	FOCUS CARDS (BLANK)	SALES TICKETS
MK INCOME (QUICK LOOK)	FACIAL REQUEST PADS	PROFILE CARDS & PONDER PINK PROFILES
HOSTESS PACKETS (LOOK BOOK, HOSTESS BROCHURE, TEAM BUILDING BROCHURE, 5 SALES TICKETS, HOSTESS COUPON)	EVERY GIRLS GUIDE TO GETTING GORGEOUS	OPPORTUNITY ASSESSMENTS (INTERVIEW GUIDE)
FOCUS CARDS	CHOICES CD'S & EVALUATIONS	MK BUCKS SHOPPING LIST
EVENT FLIERS	BEAUTY BOOKS	MK INCOME
CHOICES CD'S & EVALUATIONS	AGGREEMENTS (NEXT STEP CHECKLISTS)	MEETING INVITATIONS
AGGREEMENTS (NEXT STEP CHECKLISTS)	APPLAUSE MAGAZINES	LOOK BOOKS

Meeting Supply Crate

BUSINESS SUPPLIES, FILING CABINET or BOX

IOU'S	MK CHARITABLE	WEBSITE
HUSBANDS	MOTIVATION/INSPIRATION	VIRTUAL ASSISTANT
HEALTH	TAXES	VENDORS
HOME MANAGEMENT	COMMISSION CHECKS	SMILE FILE
GOAL SETTING	ASCEND	TIME MANAGEMENT
EQUIPMENT (CELL PHONE, CAMERAS, ETC)	MONEY MANAGEMENT	RESOURCES
BOULEVARD/ PINK OFFICE	LEGAL	QUARTERLY PLAN
COMPUTER	INTELLIVERSE	PICTURES
CAREER CAR	INSURANCE	ORGANIZING
BUSINESS MANAGEMENT	IMAGE	NEWSLETTERS

FILING CABINET or BOX

	SPA PARTY	
	SATURDAY CLASS	
SCRIPTS	PHOTO SHOOT	
PORTFOLIO	ORDER FORMS	
LEADS	FUNDRAISERS	VALENTINES DAY
BRIDAL	CUSTOMER SERVICE	HALLOWEEN
COACHING	COLOR INSIDER	CHRISTMAS
BRIDAL	CLASSES	SEASONAL IDEAS
BOOTHS	BUNKO	COLOR COSMETICS
BOOKING	SELLING	PRODUCT KNOWLEDGE



FILING CABINET or BOX

	THANK YOU	
	SYMPATHY	
	GET WELL	
PROSPECTS	CONGRATULATIONS	
OVERCOMING OBJECTIONS	CHRISTMAS	REPORT COVERS
LIVING LINE-UP	BLANK	PAGE PROTECTORS
D-I-S-C	BIRTHDAY	LAMINATING
AFTER THE YES	ANNIVERSARY	LABELS
ACCOLADES	MISC: STICKERS, ENVELOPES	ENVELOPES
TEAM BUILDING	GREETING CARDS	OFFICE SUPPLIES

FILING CABINET or BOX