

SYSTEMS: Anything that supports your ability to succeed

What holds you back? What irritant needs tweaked? Turn your bug list into “exterminated”!

Babysitter

Office Organization – desk, computer, filing cabinet, 3- ring binders, e-mail, private place

Communication: Phones – home line? Cell phone, texting? Facebook? Voxer

Vehicle - clean . only ID on there if decent

Banks / Credit Cards – separate MK / personal

Tracking System - car, directorship, sales, recruiting

Notebook / Calendar - shows week month at a glance

Husband / Significant Other

Inventory – full store is ultimate goal along with ability to use \$5 shipping as needed

Housekeeper -

Wardrobe – black skirt, white blouse, sharp business attire and great professional image

Professional Image – hair, nails, clean car, decal?, handbag,

Business Cards, stickers, stamps,

Hotlines for unit, marketing

Supportive Family – goals on the fridge, weekly plan sheets available

CD Player or I-Pad - record talks, take photos?

Meetings - take guests meeting, get trained & motivated, weekly routine!

3 Ring Binders for events

Proper storage for inventory / hutch / suitcases

SKILLS:

Bookings

Overcoming Objections, Prospecting, Phone Skills, How to leave messages, Quality Prospects, Booking from Classes, Warm Chatter, Getting Referrals, Facial Boxes, Playing the Numbers, Booking & Overbooking

Holding Classes

Turning Facials into classes, Product Knowledge, Power Statements for each product, Selling Sets. Overcoming Objections, Up-selling, Holiday Sales, Customer Service (2/2/2), Taking products with you – how to pack, Handling payments (pro-pay) Rebooking 2nd appt., Glamour Appt., Flow of Class

Coaching

Getting the guest list, hostess packet, clear hostess program, pre-profiling, Confirming the night before, kitchen coaching, getting set-up (involve hostess with satin hands),

Customer Service

Profiles – what to do with them, PCP, Layering, Scripts, contacting the customer in their preferential time & means of communication, building an ongoing trust relationship

Recruiting:

Selecting good prospects, sharing information: when, how, engaging talent scouts, etc., using the hotlines, follow-up, meeting night, what is your role vs. your director?, Book with objective to sell & recruit, working full-circle, Layering material, sending on-line applications v. paper agreement, what is next step?

\$ Management

Time Management

Emotional Management (Attitude)

People Skills – Communication – Understanding DISC

Organizational skills

Schedule

Using a Weekly Plan Sheet (using chunks of time, breaking down where that time should go)

Spiral Notebook for 6 most important things to do

Prioritizing –

Knowing the difference between “busy” and “effective” (IPAs)

Finding Balance w/ husband and family

Learning to say “no” to lesser priorities (no matter how “great”). “Thank you, but not right now”

Seizing the Opportunity & SENSE OF URGENCY (re-arranging your time if necessary)

What to do if you have 10 minutes to make calls as a Consultant

What to do if you have 10 minutes to make calls as a Director

Using the right datebook for you - week at a glance, month at a glance, breakdown of time

Using your phone alarms to your advantage – cell phone

Schedules change often –be ready to adapt.

Time Wasters – TV, lack of goals/motivation,

Income Producing Activities identified & guarded

“Planned Neglect” – release of non-essentials.

Delegation!

“If you don’t tell time where to go, you’ll wonder where it went”

Self-Talk & Attitude

You can only rise as high as your predominant thought “As a man thinketh, so he is” (Proverbs)

Hang out with positive people – be intentional!

What do you feed your mind daily?

What are you choosing to believe? (Truth gives you life! Lies/Deception – Destruction)

Never take advice from someone you wouldn't trade places with

What are you choosing to ignore? (news reports, gossip, mere speculation)

Never say something you wouldn't want repeated. (Even told in confidence can & will come back to bite you!)

What do you say to yourself when no one else is around? – it needs reckoned with!

Ask: What am I doing RIGHT?? (not “What am I doing wrong?”)

Identify: “cracks in belief system”

Guarding your heart & attitude – it takes a defensive strategy. (doesn't happen automatically)

Whiteboards, Goal Posters, Dream Books – what has your focus!?

CDs, hotlines – when to listen to all this?! Million \$ Message, Unit Hotlines, Training

MK Events – a must. Frequent diet necessary! Maximize w/ guests for sales/bookings/recruits

MK mentors – who are your balcony people? (avoid basement people)

Leaders and successful people will always face criticism. “If you don't want criticized, then say nothing, do nothing, and be nothing”

Having a Daily Quiet Time alone with God – is He truly your #1 priority or not?

Guarding time with your family – what is important to them & you? How can this get “out of hand” if we're “smothering” instead of mothering?!

Inactivity Breeds Negativity. Action Breeds Excitement!!!! Focus on the proper action and you'll get the desired results.

Goals – have a deadline, energize, stretch us. Lack of goals bore & destroy our potential.

4 S's ACTION WORKSHEET:

(What will you change/guard/take action on in each area?)

SKILLS (Avoid Disqualification!)

SYSTEMS (Avoid Distractions)

SCHEDULE (Avoid Disappointment/Delay)

SELF-TALK (Avoid Discouragement)