

# NEW DIRECTOR checklist

- 1. Download your Area app (if your NSD has one).
- 2. I will commit to reading & also watch Og Mandino's Scrolls for my mental and emotional well-being. All Scrolls located on the DARE App. Commit to listen to and watch those within the first month.
- 3. Within the 1st 72 hours of debuting as a New Director, I will schedule a time to do a BOOKING BLITZ (2-4 hour frame with NO distractions). My ONE & ONLY goal, focus & priority is to BOOK 15 by the 5th of the new month. That's it... BOOK 15...are we clear? There is nothing else this important. BOOK 15. My career, income and success are dependent on this BOOK 15. Got it? My BOOK 15 will produce 30-50 faces, 12-15 Career Surveys, \$2000 retail and 1-4 new team members. THIS IS MY GOAL. There is nothing else I need to do EXCEPT BOOK 15.
- 4. I know that my weekly Unit Meetings are important to my success. I will attend every unit meeting. (I recommend staying with your Senior Director for 1-6 months. After that, break off and start your own meeting.)
- 5. I will change my voicemail to reflect my new title.
- 6. I will set up systems for Unit Communication, which includes an email distribution list and Unit Facebook group. I will communicate and recognize individuals in my unit at least 2X a week. I will write handwritten thank you notes to everyone who helped us finish DIQ.
- 7. I understand that I am expected to attend all company-sponsored events each year. These events are not optional and they are vital to my growth. It's part of my new role as a Director and it is up to me to find a way and make a way.
- 8. I will attend New Director Education (NDE) Week in Dallas within my 1st 6 months as a Director. I will check the dates on InTouch, mark it in my calendar and buy a plane ticket.
- 9. I will hire an assistant, even if it's only for 2-5 hours a week. I understand that I cannot afford NOT to have help. Hired help always comes before growth. (Asking current unit members or posting on craigslist is a good place to start. Pray that God brings the perfect person in your life to help you.)
- 10. I will order my Director's suit as soon as I get my unit #. You receive a 20% discount as a new director.
- 11. I will set up Direct Deposit (under resources on InTouch) so I don't have to wait to receive a check in the mail.
- 12. I will commit to reading John Maxwell's "21 Irrefutable Laws of Leadership" in my first 13 weeks as a Director to support growth in my new leadership role.
- 13. I will commit to being present every Monday morning on my Nationals Coffee & Conversations Zoom live training at 9:00 am eastern standard time.
- 14. Are we connected on the Director Voxer group? Have you been made an Administrator in our Facebook Area page? Have you been added to our Director Email group?

