

SYSTEMS FOR *success*

MONTHLY SYSTEMS CALENDAR

This calendar tells you when to take action on specific items pertaining to your unit. For example, if you look at the very first Monday on the calendar, it says you should mail out anniversary cards to unit members. Your action items on **Mary Kay InTouch** will tell you who is celebrating an anniversary this month. These should be mailed without fail on the first of every month.

Another date that is fixed is the 15th of the month. You will notice that the calendar says newsletters should be mailed out on this day. Every Monday new consultants should be processed, packets mailed and all items on the checklist completed.

VENDORS & SERVICES

Virtual Office Assistance

Unit Assistant Director Services
www.unitassistant.com
231.734.5948

Office Buzz
Holiday Miller
<http://www.officebuzz.net>
Buzz Bundles/Postcards

Newsletter & Graphic Design Services (Flyers, Postcards, Business Cards, etc.)

The Savvy Peach/Stephanie Hunt
steph@thesavvypeach.com
SHunt6614 (Voxer)
770.361.3052

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Printing

Office Depot (look for coupons for discounts to order in bulk)
www.officedepot.com

Prizes

Wholesale Accessory Market
887.524.0433
www.wholesaleaccessorymarket.com

Rancho Trading
Everything from bracelets to purses can be ordered at a deep discount here.
www.rancho trading.com

Ruby Wholesale
Everything from bracelets to purses can be also be ordered here.
www.rubywholesale.com

Used for communication and recognition. Paper communication cannot be underestimated. Every month a newsletter should be prepared and mailed, not just sent electronically, to your unit. **I also include terminated consultants on that list.** Whether you choose to use Brandy Martin or not, you will need to begin sending a unit newsletter right away.

UNIT MONTHLY TO DO CHECKLIST

As you complete each item on the Monthly Systems Calendar, you will check them off on this checklist. Notice that it is monthly since these items will only need to be completed once per month.

NEW CONSULTANT CHECKLIST

As each new consultant comes into your unit, you will need to complete each of these items. Once completed, simply check them off.

- Packet Sent – Refers to New Consultant Packet
- Inventory – Have you discussed inventory with the new unit member?
- Recruiter – Who in the unit recruited the person.
- Adopted Director – Does she need an adopted Director?
If so, have you found one?
- Postcard – Have you sent her a welcome to the unit postcard?
- Email – Have you sent her a welcome email?
- eCard – Have you sent her an e-card acknowledging that she has joined MK?
- Facebook – Have you joined her to both the area and your unit Facebook pages?



NEW CONSULTANT PACKET

This is again, a sample. You do not have to copy it exactly. This is simply a guide as to what you may want to include in your own. You will want to develop one as soon as possible.

wake up
and
makeup

Virtual Assistants, Newsletters, Etc.

Unit Assistant, Shannon Schmidt

Email address is: office@unitassissistant.com

Website: www.unitassistant.com

Shani Howard

www.shanisoffice.com

Phone: 281-653-8599 Email support@shanisoffice.com

Mary Kay Virtual Office

Phone: 801-653-9333

Email: custserv@mkvirtual/office.com

www.mkvirtualoffice.com

Edenssite

Phone 207-399-4628

Email address is Eden@Edensite.com

www.edenssite.com

Directors Only Services

Phone: 603-890-3336

Email: info@directorOnlyServices.com

www.directoronlyservices.com

Office Buzz

Phone 404-432-9195

Email: Holiday@officebuzz.net

www.officebuzz.com

www.unitcommunity.com | 615-220-4221

www.UnitNews.com | 214-279-0031

Business Supplies

www.coacollection.com

www.pinkprinting.com

Prizes

www.mhrdesigns.com

www.rubyimports.net

www.fabulousfurs.com

www.glitzandthings.com

www.ranchotrading.com

Email marketing

mailchimp.com

constantcontact.com

www.godaddy.com

Postage

www.stamps.com

Leads for Purchase

www.bookitpink.com

Wrapping, boxes, Etc.

www.nashvillewraps.com

Website Managers and More

UnitNet

Website: www.unitnet.com

Phone 256-325-7979

QT Office

Website: www.QTOffice.com

Phone 888-440-7247

Email Info@QToffice.com

Think Pink Software

www.thinkpinksoftware.com

Phone: 757-8676468