

Getting Started

ORGANIZING YOUR OFFICE AT HOME

In addition to the recommended supplies to set up your office, creating files for these items will be helpful:

APPLAUSE MAGAZINES

- These magazines are sent to you from Mary Kay and will serve as a wonderful reference throughout the year at your fingertips. This magazine is only available to you when you are active.



REFERENCE

- Categorize by topics, i.e., Booking, Coaching, Retail Sales, Promotions, and so on.

FINANCE

- This is where you will keep detailed packing slips that arrive with your product orders, weekly summary sheets and expenses.

12 LARGE MANILA ENVELOPES

- Keep monthly expense receipts in one envelope per month.
- Keep a monthly tally of expenses based on the categories listed on the Expense Tracking Form.
- At the end of each quarter, transfer those monthly totals to the Expense Tracking Form that is in your Finance binder. This will be used for tax purposes.

CUSTOMERS

- Keep the pink copy of the profile card to track customer birthdays.
- If you would like to keep this information electronically, you can include customer information in the MyCustomers® section of MKIntouch.

Hanging files are good for storing Look Books, recruiting materials, Company fliers or other materials you'll need for your skin care parties, customers, and team members. Setting up your business in an organized manner will reduce stress and keep you at your professional best.

As you go along, you'll find other categories to include. Your business files are essential to your growing business. Take care to set them up correctly to be more efficient in your record-keeping.