

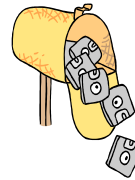
File Don't Pile!

Organizing Your Mary Kay Office At Home

In addition to the recommended supplies from the Career Essentials Supply Check list on page 1.3 in Starting Your Business:

What To Purchase:

- ___ 2 portable Hanging File Boxes
- ___ 4 Large (2") Three-ring Binders
- ___ 3 5x9 Size Three Ring Binders
- ___ A-Z 5x9 and 8x11 Tab Dividers
- ___ 5x9 and 8x11 January-December Tab Dividers
- ___ 1 Package of Magazine Sheet Protectors
- ___ 1 Accordion File (I would recommend one with 18 pockets)
- ___ 1 set of blank labels with adhesive back to label accordion file



What To Do With It:

- **2" Binder - Label "Applause Magazines"**

Put 12 sheet protectors inside and place your "Applause" magazine in this binder after you are finished with it at the end of each month. This binder will serve as a wonderful reference throughout the year at your fingertips. This magazine is only available to you when you are active. Although our goal is to create a monthly ordering pattern you must order every 3 months in orders to continue receiving this information magazine.

- **2" Binder- Label "Reference"**

Label your second large three ring binder "Reference." This binder is for notes you will be receiving in your training classes or monthly newsletter. You will want to 3 hole punch these notes and categorize them by topics i.e. Booking, Coaching, Retail Sales, Promotions, and so on. A full list of suggested headings can be found on page 1.4 of your Career Essential notebook in Starting Your Business.

- **2" Binder-Label "Finance"**

Label the third large binder "Finance" and insert your letter size January through December filler. This is where you will keep detailed packing slip that arrives with your product order every month. You will also want to keep your weekly accomplishment sheets filed monthly as well as your 60%-40% Money Management Ledger.

- **2" Binder- Label "Customer Service"**

Label the fourth large binder "Customer Service" This is where you will keep your Preferred Customer Profile sheets. This sheet will help you in tracking what your customers have purchased when you make copies for each customer and file them here.

- **12 Large Manila Envelopes**

Keep monthly expense receipts in one envelope per month. Tally expenses based on categories on your Expense Tracking Form in your Career Essentials Binder (page 3.6) at the end of each month. At the end of each quarter transfer your totals to the appropriate column on the Tracking Form. This will be used for tax purposes. These can be 3 hole punched and stored in your "Finance" Binder.

- **Accordion File**

You will want to label each pocket with an expense category to store your receipts I.e. postage, travel, seminars, supplies, etc. etc. The list again can be found in your Career Essentials. I would label the outside of your file as the tax year we are in and then at the end of the year all you have to do is rubber band it up and store it for future reference or tax audits (hope not) etc.

- **3 5x9 Binders-label "Customer Birthdays", A-M Customers and N-Z**

For your Birthday Binder use your January-December dividers and separate the white copy of your Profile Cards. File by the month of the customers birthday. you're a-M and N-Z Binders use the according tabs and file the pink Copy of the profile card by the customers last name. You may want to ask your Director for further information on contacting your customers and servicing their ""replenish"" needs as you build a head-to-toe customer!

The hanging files are for storing your beauty books, recruiting materials and company flyers and other materials you will need for your skin care classes, customers and team members. Setting up your business in an organized manner will reduce stress and keep you at your professional best. File this sheet in your Career Essentials guide under Starting Your Business.

Congratulations....You are in Business!

Remember you are in Business for yourself BUT not by yourself....I am here to support you in any way!

