








# Director/Consultant Monthly Planner Instructions

Designed by: Independent Sales Director Lorraine Bryant

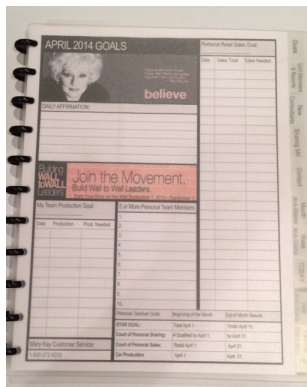
May this Monthly Planner system be a blessing in your business & give you amazing results too!

## Supplies Needed: ( These Items Can Be Found at Staples and Staples.com)

Item Picture	Description	Cost	Item #	Model #
	ARC Customizable Durable Poly Notebook System Clear <i>(The front and back covers are clear and it comes with optional covers to put under the clear one) *Staples has more cover options too</i>	\$10.99	162984	24256
	Arc System Desktop Punch 8 Sheet Capacity	\$42.99	324688	40836
	ARC Pocket Dividers 2 Per Pack <i>(Perfect for holding a Look Book, Ready, Set, Sell, etc....)</i>	\$3.99/2	886242	20019
	Arc System Page Flags <i>(In the Store they have another option. This is the only one available online. Perfect for rotating each day)</i>	\$2.99 <i>(200/ pack)</i>	892345	20129
	Arc Poly Zip Pocket <i>(Perfect for holding small calculator, pens, etc...)</i>	\$4.79/2	321297	21304
	Hammermill Premium Inkjet Paper 24lb <i>(This provides the best surface for writing! It works great with erasable pens too!)</i>	\$12.49 per ream	923541	166140
	Avery White Printable Self Adhesive Tabs <i>(Perfect for marking sections... see "Tabs to Make" on Page 2)</i>	\$6.59  200 Tabs	503353	16280

## Instructions:

1. Purchase the items listed in supplies needed list on page 1! Most of these are a one time purchase! The monthly planner can be sent to a local printer that gives a Mary Kay discount to bind. However, with this system, you can easily add and take out papers without having to rewrite your contact list, etc. when you get the planner bound each month. In the long run this system will save you money! It's perfect for adding things that you personally want to track based on your goals too!
2. Print the consultant or director planner (two-sided).
3. Take out the blank pages that come in the Arc Planner with the clear cover unless you would like to use them for notes. You can pick one of the already included covers for the front and the back inside covers or you may want to just have the clear cover so that you can see a visual of your goals each month! Here is an example of the planner with the clear cover:



4. Use the Desktop Punch to prep all your pages to insert in the planner! Once punched, insert them in groups of no more than 5–7 pages and gently insert them into the rings.
5. Now you're ready to apply your tabs! You will need to trim them once you print them so that all tab headings are visible. You'll be moving the TODAY and NOTES tabs often therefore, I have found the self adhesive tabs are the best to use in this system.

**TABS TO PRINT:** (for both the consultant & director planners)

**GOALS:** Apply to the very first page on top

**UNIT MEMBERS & REPORTS:** Great place to print your team/unit list (printed separately) & team/unit reports that you would like to track and refer to throughout the month!

**NEW CONSULTANTS:** Apply to the first page of New Mary Kay Business Owners

**SHARING MK:** This tab will go on the last page of New Mary Kay Business Owners

**CONTACTS:** This tab goes where you'll be able to easily flip to the first page of Contacts.

**MONTH-AT-A-GLANCE:** This tab goes on the current month

**WEEK-AT-A-GLANCE:** This tab goes on the current week and each week at a glance acts as a weekly plan sheet too!

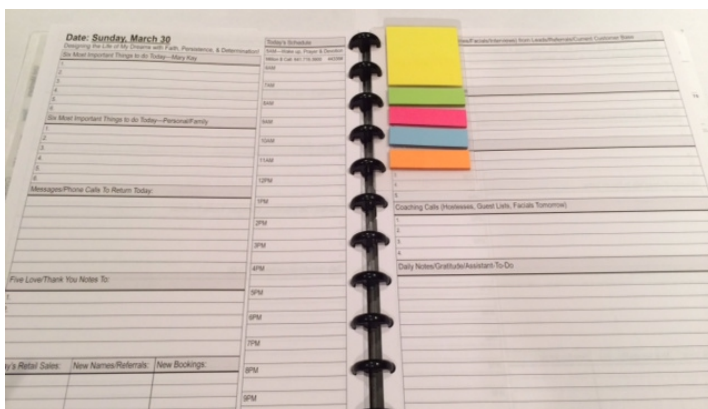
**TODAY:** This tab will move daily! The beauty of this system is as you sit each evening and plan your next day, you can remove the current day if you choose to.

**YEAR-AT-A-GLANCE:** Place this tab where you'll easily be able to flip to the year at a glance broken down into quarters on each page.

**FAVORITE INSPIRATION:** Great place to make notes of quotes, inspiration etc. that you want to save. This tab could also be **AFFIRMATION!** The beauty of this notes section is you can make it what you want!

**NOTES:** Great place to take meeting notes, conference notes, etc... and then they easily come out for filing or whatever you do with your notes. You could even make a separate ARC notebook specifically to transfer notes that you take in your planner to another notebook.

6. Place the ARC pockets in the back of your ARC notebook. This is a great place to keep a copy of the Look Book, current order form, a Ready Set Sell, your current customer list handy, and even a copy of the current quarter star brochure!
7. Use the ARC Zip Pocket to place maybe a tiny calculator, pens, pencils, business cards.
8. I strongly recommend finding some great erasable pens! This way when you need to make changes to your schedule, you can easily erase without having to use white out.
9. The ARC page flags are super fun to keep in your TODAY section! It's easier to move your paper every evening when you review your next day instead of moving the flags each day



The added benefit of this system vs. binding the planner is the flexibility to remove pages you don't need and to add pages too!

