

FOCUS FOLDER DIRECTIONS

- 1) Print off the next 3 pages, as well as the "Prospects Sheet". I recommend that you print the next 2 pages on card stock, if you have it. They will be on the outside of the folder and card stock holds up better.
- 2) Staple or tape the first 2 pages to the outside of a manila folder.
- 3) On the inside of the folder, staple or tape on the left side, the "Prospects List". Your name goes at the top. In each square, put the name of the prospects you would like to recruit. Info such as phone #s, address, etc., goes in the box. Each time you talk to them, make notes in the box. Once she signs, put a big colorful checkmark on the box or else highlight in pink marker. If you are a DIQ, you can also put copies of this sheet for each one of your team members.
- 4) On the right side, put a calendar page (either print one from your computer or tear one off of a wall calendar). This makes it convenient to verify dates, etc. when you are on the phone or working with your folder.
- 5) On top of the calendar, put the Hostess Prospect List. Keep an on-going list of anyone and everyone you want to facial. This will be the list you work from to make your appts.
- 6) When you facial someone, put their name under the face and give them a smiley face. If they buy anything, they get hair. If they purchase the Basic Skin Care or more, they get red lips. This way, you can tell at a glance how many people you facialed, how many bought and who the new Basic customers are. You do not want any bald headed people!!
- 7) When you interview someone, you do the same thing. They get a smiley face if they have an interview, hair if they sign and lips when they place their first order.
- 8) On the folder tab, I write, "Debra's June 2004 Goals". When I am done with the month, I pull off the prospect lists (if they have info on them I am still working on) and move them to the next month's folder. I then file the folder. I can refer back to it, if needed.
- 9) If your goal is not 10 faces a week or 5 interviews, just X out the extra faces.

Consultants who use Focus Folders GET MORE DONE!! If you are like me, those empty faces will drive you nuts and you will want to fill them...sorta like a hostess with an empty compact!

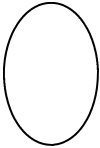
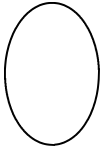
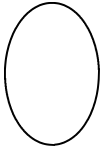
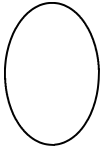
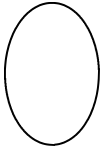
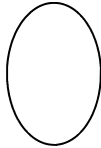
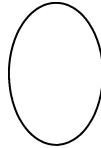



_____ **FACES GOAL** _____/week

Month

SALES TOTAL \$ _____

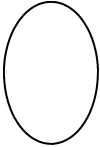
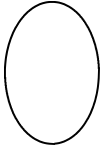
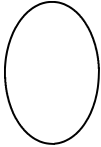

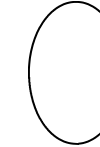

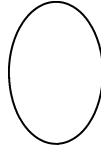



FACES DONE _____

Week #1
Dates:

									
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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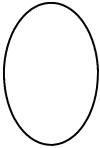
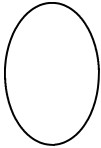
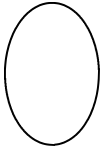
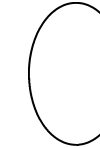
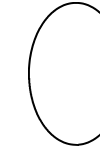

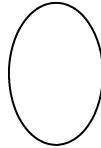



WEEK'S TOTALS
Sales: \$ _____
Faces: _____

Week #2
Dates:

									
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

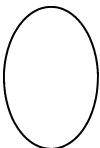
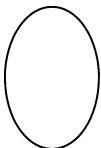
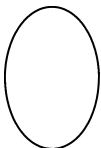
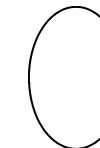
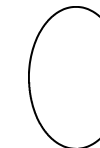





WEEK'S TOTALS
Sales: \$ _____
Faces: _____

Week #3
Dates:

									
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

WEEK'S TOTALS
Sales: \$ _____
Faces: _____

Week #4
Dates:

									
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

WEEK'S TOTALS
Sales: \$ _____
Faces: _____

_____ **INTERVIEWS GOAL** _____/week

Month
INTERVIEWS DONE _____

NEW RECRUITS _____

Week 1	Week 2	Week 3	Week 4	Overflow
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NEW TEAM MEMBERS!

1) _____

2) _____

3) _____

4) _____

5) _____

Hostess/Facial Prospect List

Name	Phone	Booked?	Profiled?	Coached?	Notes/other info
1					
2					
3					
4					
5					
6					
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