

# **ORGANIZATION 101**

## **I. HOME OFFICE**

Your office does not have to be fancy! Here are just a few things you'll need to help keep you "together" as you launch your new business:

1. Designate a specific section of your living space as your "Mary Kay Office". It does not have to be an actual office with 4 walls and a door! You simply need a space to keep your MK supplies that you can keep neat and organized.
2. The following supplies are suggestions for helping you set up your new business:
  - 2-3 three-ring binders
  - large index card box with ABC dividers OR an small expandable file folder for profile cards
  - Letter size manila envelopes for receipts and tax info
  - 1-2 book shelves for product & supplies (or equivalent storage space, perhaps in a closet, dresser drawers, etc.)
  - file folders
  - stapler
  - strong 3-hole punch
  - paper clips
  - Access to internet and printer
  - phone

## **II. BINDER #1 – TRAINING MATERIALS**

This binder will keep your organized with all of your training materials. Some suggestions for taps are:

1. Attitude training
2. Booking training
3. Coaching training
4. Customer Service training
5. Organizational tips
6. Product Knowledge
7. Recruiting Training
8. Class ideas

### III. BUSINESS IN A BINDER

You will want to set up your binder as soon as possible. This binder will keep you organized with your paperwork. You will need to purchase the supplies listed below and label your tab indexes as indicated. Your binder will function as your “office on the go!” and always have everything you need to work anywhere and everywhere! It’s the FIRST and BEST step to being organized in your new business!

#### **SUPPLIES:**

1. 1/2" Three-Ring Binder
2. Tab Indexes
3. Notebook Paper or single subject notebook with 3 holes to insert into binder
4. Sheet Protectors
5. Monthly Tracking Sheet
6. Current company/Unit Promotions
7. 3 hole Pencil Bag (with zipper) to keep the following
  - A. Calculator
  - B. 1-2 pens
  - C. Highlighter
  - D. Several Sales Tickets
  - E. A few Profile Cards
8. Customer and Contact list (with numbers)
9. Calendar – month at a glance
10. Current Look Book (3 hole punch and insert)
11. Consultant Order Form (3 hole punch and insert)
12. Current Applause magazine (3 hole punch and insert)

#### **LABEL TAB INDEXES FOR YOUR 3-RING BINDER AS FOLLOWS:**

1. **GOALS/CHALLENGES/PROMOTIONS** - List all goals, both personally and professionally. List and keep track of all challenges. (i.e. the monthly Newsletter challenge, your Monthly Tracking Sheets)
2. **NEWSLETTER** - Keep the most current copy of our Newsletter. When you receive a current Newsletter, go through the prior Newsletter and file any necessary articles and ideas for future use then discard the rest.
3. **SCRIPTS**: Keep your most frequently used scripts in your Business Binder.