

Time and Office Management for Independent Mary Kay Beauty Consultants

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Tools you will need to organize your schedule, finances and office.

1. Date Book– to track daily expenses and make a schedule for the week and month.
2. Unit Calendar– Inside newsletter & unit website (www.elizabethelder.com). To put into your planner/ datebook.
3. Weekly Plan Sheet– download off the MK website under Education/Consultant Education/MK Library/ Time Management. Use color coding system. Use color marker for each area of your life. The goal is to make time for your Mary Kay business each week and each day.
4. Consultant Expense Tracking Form– You can download off the MK website under Education/Consultant Education/MK Library/Money Management.
5. 4 3-Ringed 1/2” Binders–
 - One for your monthly Expense Tracking Sheets & Weekly Accomplishment Sheets.
 - One for your Business Binder with tabs. This is your Education/Reference Book. Put your education notes, hot ideas, newsletters, etc.
 - One is for your Preferred Customer Profile Cards. This will help you keep track of your customers, and keep track of their birthdays & special occasions.
 - One is to keep all of your monthly Applause Magazines. Purchase 12 sheet protectors and put each month in one protector.
6. Large 8 1/2 Clasp Envelopes– One per month for all of your business receipts and your sales tickets.
7. Magazine Rack or Stacking File for Desk– Keep sales tickets, catalogs, team building literature, business cards and profiles.
8. Family Calendar– For all to see when you are busy with your Mary Kay business and your family activities.
9. Emergency Kit in your car or trunk– Have wrapped gifts for guests, Team Building literature, a spare pair of panty hose, a make-up bag for touch-ups, a large zip-lock bag with a facial place setting with samples, wash cloth, tools and color cards. Also, include gift bags and tissue paper for a quick and easy gift wrap. A Beauty Essentials Roll-Up Bag filled with demo items.
10. An Emergency bag in in your desk drawer at work– In case you cannot get home before an appointment or weekly event and you have a guest. Same as above, just a smaller version.
11. Literature- in your car, at work, all of your purses, totes, beach bags, diaper bag, day planner, laptop case— EVERYWHERE!
12. An On-The-Go Appointment Clutch– Get a small clutch, sleek black money bag or the MK quilted Hostess Bag. Fill it with hot products for the season, profiles, Look books, and sales tickets. Meet up with girlfriends or customers on their lunch or after work for some show and tell.
13. A larger hat box or fun box with a display in it for a quick, last minute office party.
14. Gift Basket ideas with different price points in your car at all times or in your home office ready to grab and go for a show and tell.
15. Inventory– BIG time saver. You can have on the spot delivery at every appointment.
16. Company DVD on the career opportunity that you can hand out.
17. Motivational DVD’s in your car for you to listen to, and where you typically get ready.
18. A goal poster or vision book to keep you focuses on your dream!!!
19. A great attitude and hanging around WINNERS!!!