

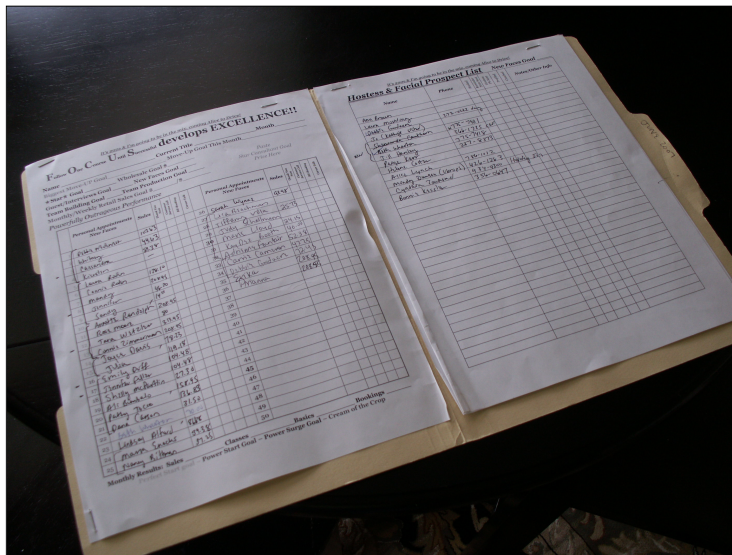
Systems for Success – Using a Focus Folder EVERY month!

I highly recommend using Focus Folders to keep track of who you have talked to; who you need to talk to; or who you need to talk to AGAIN for your business! It can be a bit overwhelming to keep track of who you are working with on a month to month basis. Your Focus Folder is so helpful with this challenge!

Here's how it works:

Make up 12 folders at once. This gets you all set up for the next one year in your business. Be sure to make 12 sets of copies of the Focus Folder Inserts. I only use pages 1 -3. On the outside tab of the manilla folder write the month and year. This way, when your folders are all placed together in a hanging file folder, or however you have them organized, you can easily find the month you are looking for.

I think it is great if you write down 3-4 goals on the front of your focus folder that you would like to achieve for that month. This folder is something you should see every day, so you are constantly looking at your goals and keeping them top of mind! Your goals need to be written down and seen all of the time!



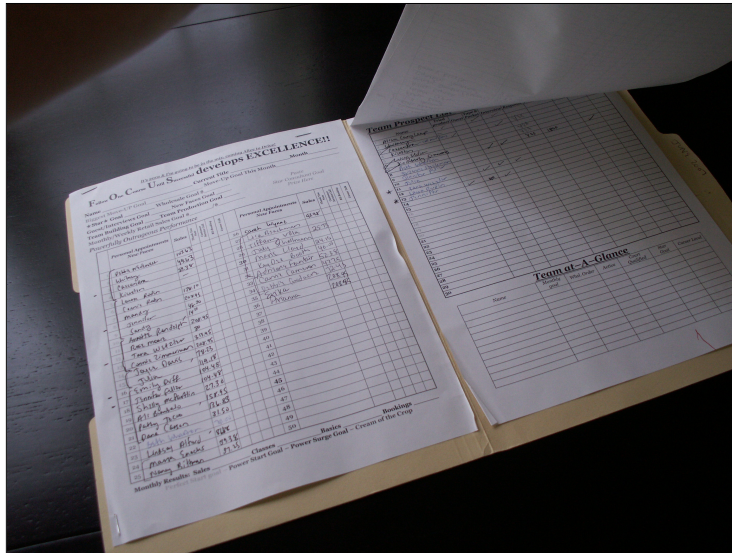
Inside each folder, I staple page 1 of the Focus Folder document to the left inside of the opened folder. This is where I track every face I complete during the month. I list the person's name and the amount they spent with me at that appointment. I love being able to take a quick glance at this page and see exactly how many faces I have pampered during the month and what they have spent. At the end of each month you can circle the total number of faces completed and add up your sales. I also encourage you to divide the faces by the sales to get your average sale per face. When

you have your own business, you have to track your efforts, your sales and your totals per each month to help you reach your month, quarter and/or year end goals.

On the inside right of the folder, I staple 2 sheets at the top of the folder. The top sheet is page 2, prospective hostesses and facials; and page 3, prospective team members goes below page 2.

On the page for prospective hostesses and facials, I list every woman who has either expressed an interest in a makeover with me or women I have met or reconnected with who I want to invite to have a makeover with me. My goal is to excite each woman I talk to about inviting a few

girlfriends over to share her appointment with her. I list her phone number next to her name, so I have a quick list to access when I am ready to make booking calls.



As I hold appointments with women throughout the month, I will write down on page 3 a list of women with whom I want to share the MK facts. I can keep track of my team building efforts using this page. This page also helps me stay on track with who I need to follow up with as the month progresses.

At the end of each month, I transfer any names that are still a work in progress (for either team building or having a makeover) to the next month's list. That way no one falls through the cracks!

What I really love about this system is that as I complete a month, I file my Focus Folder away for future reference. I can go to any previous month's folder to see who I still need to follow up with.

I encourage you to keep your Focus Folder with you each month. This should be the one thing you ALWAYS have on hand. It really will guide you in what phone calls you need to be making so that you can move your business forward.