



# YOUR PORTABLE MK OFFICE

You do **not need to spend a lot of money** assembling your new MK office. You might already have many of the supplies listed below in your house. The goal is to create a small space for your office that will show respect to your family by keeping your Mary Kay business supplies and papers organized and not spread out all over the house.

Your binder will be your **"portable office"** and your new best friend! Put your binder together with the suggested tabs and bring it with you to your weekly meeting, new consultant training or out of town consultants can tell their director when it's done.

**Front Cover:** Goal sheet with pictures of a MK goal, your family, etc.

**Create Tabs for these categories and insert pocket dividers as needed:**

CONTACT LIST—all possible booking prospects

WEEKLY PLAN SHEETS—blank ones available on [www.jeaniemartin.com](http://www.jeaniemartin.com)

CONTESTS—current fliers and tracking sheets

PCP—customer list printed off of [www.marykayintouch.com](http://www.marykayintouch.com)

SCRIPTS-booking scripts

BUSINESS USE—list of products taken for business use

GUEST LISTS— for your skin care classes

LAYERING SHEET—all possible new team members & what you've done with each

**Take this list with you to the office supply store:**

1/2 inch 3 ring binder

Page Tab Dividers

Pocket Page Tab Dividers

Ink Pens & Pencils

Small Plastic Basket or Box (to hold Profile Cards)

Stapler

3 Hole Punch

