



Time & Attitude Management & Organization

Listen to BOOT CAMP Session 1 (parts 1 & 2) training at www.jenitjelle.com using password cadillac under New Consultants (on the bottom right side of page) under the above picture
BOOT CAMP

Use these documents as a reference as you listen, and take lots of notes!
Once you have listened completely, VOX ME any specific questions you have and we will go through them together on voxer or set up an individual call as necessary.

COMPLETE the prize form each BOOT CAMP you complete to let me know!
You will receive a SPECIAL GRADUATION PRIZE when you are a
BOOT CAMP GRADUATE!

Jeni Tjelle
Ind. Sales Director
699 W. Trotter Dr. Coal City, IL 60416
www.jenitjelle.com
Home Office: 815-634-4377
Cell/Text: 815-276-3430
on Voxer & Facebook: Jeni Tjelle
jtjelle@marykay.com

The Mary Kay Career Path

National Sales Director



Ind. Elite
Exec. Senior
Sales Director

Ind. Executive
Senior Sales
Director

Ind. Future
Exec. Senior
Sales Director

Ind. Senior
Sales Director

Ind.
Sales Director

DIQ
(Director in
Qualification)

Team Leader/
On Target Car

Red
Jacket

Senior
Consultant

Your Mary Kay
Journey begins here!

Consultant

MK Supply Stations

- Race for Pink September-Sept
- Fall Retreat-October
- Mon Ami Gabi-December
- Chicagorama-January
- Career Conference-March
- Red Jacket Day-May
- Seminar-July
- Princess Ball-July

THE EVENTS ON THE SUPPLY STATIONS WILL BE UPDATED SOON! YOUR SURVIVAL KIT IS AT meetings, VOXER or www.jenitjelle.com

Office Supply Sheet

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OFFICE ORGANIZATION

This section is VERY important because in Mary Kay we don't get paid for shuffling papers. Minimize paper time. Maximize people time. That means, use the "one touch" rule with papers. Only touch it once, then put it where it goes or throw it away. This will give you some great organizational ideas, but if you need help, please ask!

3 SECTION SPIRAL NOTEBOOK

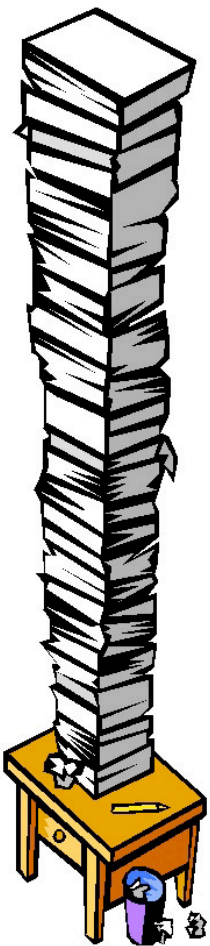
You will use this to keep track of EVERYTHING, and your first BOOT CAMP goes through how to use it. It will keep track of your daily to do lists, contacts and phone numbers, and notes from meetings and conference calls. Listen to Boot Camp 1 at shariLchapman.com to get all the scoop, but this spiral will be your new best friend!

ACCORDION FILE

You will be using this to keep track of your business receipts for the tax year. Label the divided accordion file with the following categories: Advertising, Business Supplies, Car Maintenance, Event Fees, Freight Charges, Inventory Invoices, Meals for business, Meeting Fees, Misc, Office Supplies, Postage, Propay Fees, Telephone, Travel expense, and any other category you come up with. Any time you purchase cotton balls, office supplies, stamps, etc., put the receipt under the corresponding category. This will be very helpful come tax time. There are many apps that allow you to keep your receipts stored and categorized digitally, so if you go that route you won't need the accordion file. Digital or paper, either way, just keep track!

REFERENCE BINDER

Keep copies of great sales ideas, motivational phrases and anything that you might want as a reference down the road. Just tab and file your ideas under categories such as BOOKING, SELLING, RECRUITING, HOLIDAY IDEA, PRODUCT KNOWLEDGE, etc.





Office Supply Sheet

(continued)

APPLAUSE MAGAZINE BINDER

Place your APPLAUSE magazines chronologically in a 3" binder so you can use them as a reference tool. Slip them into page protectors so you don't have to 3-hole punch them.

PHOTO BOX or PLASTIC BIN

You will use this to sort customer profiles and their sales tickets. Staple each sales slip to the customers profile card so all of their information stays together. You can also do this same thing on intouch, and store your customer orders that way if you are more of a digital girl. Its up to you, but some people still like the "hard copy" and this is a good way to do it. Either way works. The main point is, you need a quick and organized way to access your customers information and order history. Digital or paper, the choice is yours.

"IN" BASKET

This is your dumping ground for your sales tickets and profile cards before you've "processed" them (filed or charged credit card, deposited payment, etc.) in your office.

2 SMALL BASKETS

Label one "People who owe me money." I keep sales tickets here if I've mailed out a reorder and am waiting on the check in the mail. Label the other one "People I owe product." Hopefully you will have product on hand to fill your orders, but in the case you run out, this keeps those tickets separate.

MILEAGE LOG

You can keep track of your mileage in a small spiral notebook or purchase one at a supply store. Some people like to track it right in their phone each time they get in the car too. Again, digital or paper, up to you!

TWO 1 INCH BINDERS

You will use one of the binders for your DREAM BOOK & your Skin Care Class Script (Print at Sharilchapman.com under Skin Care Class). The other binder is for your WELCOME PACKET and BOOT CAMP PACKET. Printing those pages and having them accessible in a binder is key to a strong start as you will reference them a lot.

PRINT A
WEEKLY PLAN SHEET

from

www.marykayintouch.com

Mary Kay Emotional cycle

