Weekly Plan Sheet for Week Ending

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|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **7:00** |  |  |  |  |  |  |  |
| **8:00** |  |  |  |  |  |  |  |
| **9:00** |  |  |  |  |  |  |  |
| **10:00** |  |  |  |  |  |  |  |
| **11:00** |  |  |  |  |  |  |  |
| **12:00** |  |  |  |  |  |  |  |
| **1:00** |  |  |  |  |  |  |  |
| **2:00** |  |  |  |  |  |  |  |
| **3:00** |  |  |  |  |  |  |  |
| **4:00** |  |  |  |  |  |  |  |
| **5:00** |  |  |  |  |  |  |  |
| **6:00** |  |  |  |  |  |  |  |
| **7:00** |  |  |  |  |  |  |  |
| **8:00** |  |  |  |  |  |  |  |
| **9:00** |  |  |  |  |  |  |  |
| **Booking Attempts**  **$1 each** |  |  |  |  |  |  |  |
| **Sharing Appt $20** |  |  |  |  |  |  |  |
| **Hostess $10**  **Reorder $10** |  |  |  |  |  |  |  |
| **Mtg./Event/training I attended $5** |  |  |  |  |  |  |  |

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| --- | --- |
| **Income Producing Activities** | |
| 1 Party (3 or more faces, $100+ retail)  1 FB Live Event (5+ guests)  2 Facials or OTG Appointments ($100+)  2 FB Live Commercials (Goal $100+)  10 Scheduled FB posts (Goal $100+)  Re-orders (1 per $100)  1 Video & F/U (google form submitted)  Sharing Appt (google form turned in)  1 Guest at meeting/FB/Zoom event  7 NEW Leads  2 NEW Bookings (facial, party, FB party)  1 NEW Team Member  2 NEW Basic Skin care sets Sold  1 Business Debut  **Total IPAs for the Week**  *5 IPA = Part Time, 10 IPA = Full Time, 15 IPA = Car* | |
| **Take Daily Mental “BATHS!”** | |
| B Booking (at least 1)  A Affirmation (Out loud 3 times per day)  T Training (unit meeting, hotline, reading)  H Hello (Call/text/email director)  S Social Media (Engage in Unit, Area, &  Personal Customer groups) | |
| **Weekly Stats** | |
| Retail $:  WS Order $: Supply Order $: | #Booking Attempts:  # of Faces:  # of Bookings:  # of Miracle Sets:  # of Leads:  # of Interviews:  # of Reorders: |

**Color Code Your Activities**

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| **Quiet Time/Personal** | **Family Time** | **Sales/IPA** | **MK Office/Meetings** | **Booking Time** |