Power Hour Binder

An all-in-one system that you can take with you.

You will need:

3 ring binder, with pockets in front and back

Divider tabs: Jan-Dec

The following forms copied on different colored paper. The color listed is only a suggestion:

Recruiting leads sheet (12 copies) – green paper

Booking leads sheet (12 copies) – pink paper

Customer Service Sheet (12 copies) – blue paper

Pending Hostess Checklist (50 copies) – white paper

In the front/back pockets you will also want to have:

A Catalog

Order Forms

Specials List

Stamps

Postcards

Out of Stock customer list

Recruiting Application forms

Power Hour: Spend 15 minutes on each topic everyday. Set the timer, when your 15 minutes are up, stop, and move on to the next 15 minutes. Feel good about being in your business today!! Don’t feel like you have to get it ALL done today. If it didn’t get done in today’s 15 minutes, you can get to it tomorrow!

# Recruiting Lead Sheet

Put people on this list who you meet at your Party and gave them a recruit packet. You will also put people who you meet while you are out and about. Be sure to make notes about certain things you remember about that person (i.e. met at Julie’s party, loves the products, husband lost his job, etc.)

When you call to follow up with her and she decides that she isn’t ready to sign up now, and it is not “No, forever”, ask for her permission to give her a call next month to check in and see if then will be a better time. Once she has given you permission, go to the next month’s tab, and write in her information with notes so that you will be sure to follow up with her again next month.

# Booking Lead Sheet

Put people on this list who have told you they want to wait and do their party in the summer. You would add her name and information in the May tab to be sure to schedule her for June. Be sure to make notes, so you can remember specific details that will help you build a rapport when you call her back in a few months.