

OFFICE ORGANIZATION

YOUR OFFICE

One of the most important decisions in organizing your Mary Kay is to designate your office space. If you do not have a separate office area in your home, a card table in the corner of a room or the kitchen table will work fine.

- **Items Needed:**
Filing Cabinet or Box
Desk or Table
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CUSTOMERS

Enter Customer profile information by going to www.marykayintouch.com and click on the link MY CUSTOMERS for tracking of product, greetings and future notifications.

- File profile cards alphabetically in a small file box.
- File copy of profile by birthday month in 5 X 9 binder for birthday card or special greetings.
- **Items Needed:**
File Box with A-Z dividers
5 X 9 Binder



FINANCES

Record your weekly sales and activity by going to www.marykayintouch.com and clicking on the link MY BUSINESS. Record your sales, hostess credit etc., on the Weekly Accomplishment sheets section of MY BUSINESS.

File copy of weekly accomplishment sheet in 1 inch binder with Commission Statements and Packing Slips for your Mary Kay product orders.

Record your mileage daily in a mileage log or calendar for your Mary Kay business mileage.

Keep Tax Receipts in accordion file folder or envelope for each month.

- **Items Needed:**
Notebook or calendar for mileage log
Accordion file or 12 Large Envelopes for receipts
Page Protectors
1 - 1" 3 Ring notebook
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REFERENCE

File Applause Magazines in page protectors in 3 ring notebook.

File notes from training classes & success nights in page protectors in 3 ring note book with the following dividers: booking, coaching, promotions, team building and scripts.

- **Items Needed:**
2 - 2" 3 Ring notebook
Page Protectors