CONSULTANT BRAIN BOOK

The following includes suggestions to help you organize your business. The key is to make it your own and include the things you use often so you have an **office on the go**. The other key is to make time to use it every day! Sometimes you have to go slow in order to go fast!

Suggested Supplies:

Three Ring Binder
Page Dividers with tabs—the best are the plastic ones with slots to hold paper
Clear Page Protectors (as needed)
Brain Book Pages (can print from www.awesomearea.com under Brain Book Tools).

- ➢ Extra copies of these pages are KEY to making this a functional tool. It's never fun to run out! I recommend having 2-3 fresh sheets ready-to-go at all times.

Front of Binder: Should have something inspiring on it so every time you look at it, it reminds you to get to work!

Front Pocket: This contains items you pull in and out of the binder a lot: Daily Action Sheets (print and staple a week's worth at a time), Look Book, today's orders & profiles, a few extra sales tickets, the current Applause magazine, etc.

Goal Page: Put your goals in a sheet protector so they are the first thing you see when you open your book.

Suggested Tabs:

1) Time Management
   - ✓ Weekly Plan Sheet (will want extras)
   - ✓ Time Management System for Consultants
   - ✓ Family Calendar
   - ✓ Your calendar if you are not using another Planner

2) Leads
   - ✓ Referral Logs (full as well as blank and ready to be filled!)
   - ✓ Blank sheets of paper with fishbowl entry forms or warm chatter info taped to them
   - ✓ Be sure to record the detailed info from each call next to each lead!

3) Faces Log: keep up to a year's worth of info and use a new sheet monthly; current month should be on top since you will use it the most

4) Career Chat Log: keep up to a year's worth of info and use a new sheet monthly; current month should be on top since you will use it the most

5) Tracking Sheets
   - ✓ Weekly Accomplishment Sheets (will want extras)
   - ✓ IPA Sheets (will want extras)
   - ✓ Unit Challenge Sheets
   - ✓ Company Contest Sheets

6) Team Trackers (if you are in a MK car or DIQ)

7) Customer Service
  - ✓ PCP Follow-Up List
  - ✓ Coaching Sheets for hostesses you are working with (may want extras)

8) Tools
  - ✓ Script for Confirming/Pre-Profiling
  - ✓ Script for booking Referrals
  - ✓ Script for holding a Career Chat
  - ✓ Other scripts you use a lot

  This is not a great place to keep all of your training notes. Every piece of info in your Brain Book should be used frequently. I recommend having a separate binder for training notes. If you find yourself coming back repeatedly to something from training, you can always move it to your Brain Book. This will keep your Brain Book from ripping your shoulder off when you pick your bag up!!

9) Finances
  - ✓ Money Management Tracker (will want extras)
  - ✓ Sealing Plastic Envelope for business receipts
  - ✓ Consultant Order Form

  I do not recommend keeping customer's sales tickets in your binder. They are more secure in your home. As easy system for this involves two envelopes in your home office; I recommend plastic or manila envelopes because they are HARD TO LOSE! You will want one labeled "Input into Intouch" and one labeled "Ready to Order".

  1) Put the day's sales tickets and profiles in the front pocket of your binder where you will see them!

  2) When you get home:

  1) Each night, process payment.

  2) Each night, staple a carbon of the sales ticket to the profile card and put into the "Input into Intouch" envelope. If they are a reorder they will not need a profile card.

  3) Each night, put your sales tickets into the "Ready to be Ordered" envelope.

  3) You will want to input profile info and sales history into My Customers on Intouch when you have time.

  4) When you are ready to order, tally sales tickets onto your order form and order, then file everything into your permanent files.

10) Resources
  - ✓ MK Corporate Phone Numbers
  - ✓ Director Contact Info
  - ✓ Team Info