Sample Master To Do Lists

SAMPLE New Consultant Weekly Master To Do List

6 Most Important Things To Do list is pulled from your master list each day (3 High/3 Medium)

HIGH (people)
Call or text or private FB message _____ (list 30 of the 150 names on your list) Using script for your POWER START (30 Faces in 30 days)
Invite 5 of your most supportive friends to attend your weekly meeting with you.
Call and research banks to compare rates for inventory

MEDIUM (paper or process that supports the people)
Checklist #2 Welcome Packet 'Preparing your home office'
Checklist #3 Welcome Packet ' When your kit arrives'
Decide Business Debut (dependent on inventory)
Print off invitations from welcome packet or off intouch
Mail out or hand deliver 75 for 15 attendees

LOW (delegate)
Once you decide each system it can be delegated.

SAMPLE Seasoned Consultant Weekly Master To Do List

6 Most Important Things To Do list is pulled from your master list each day (3 High/3 Medium)

HIGH (people)
Follow up with hostesses for this week (list names) Preprofile if she is a weak hostess.
Invite (list names) for weekly meeting or event
Follow up or initiate booking with (list names)
Follow up or schedule interviews with (list names from recruiting layering sheet)
(if a booking or interview attempt fails then see products they are needing)
Call regarding booth for festival or for me to be guest speaker at school or sorority, civic group etc.

MEDIUM (paper or process that supports the people)
Place product order
Redesign my table setting for Valentines Day
Decide on Valentine Special's and how that will be communicated.
Prepare for Tax appointment.

LOW (delegate)
Add profiles of new customers to Intouch
Add sales tickets from previous week to Intouch (or paper system)
File receipts from week for taxes
Fill outside orders from classes to be held this week.
Pack inventory bags for classes
Create goodie bags for classes
Assemble 20 hostess packets and 20 recruiting packets
Label products, rotate new to back.
Follow up with customer service rotation calls to customers.