

To Do List

Bookings	Sponsoring
Host Coaching	Social Media
Customer Care	

To Do List

Bookings

Sponsoring

Host Coaching

Social Media

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Bookings

Sponsoring

Host Coaching

Social Media

Customer Care

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
THEME							
PRIORITIES							
DAILY TASKS							
POWER HOUR							

	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
THEME							
PRIORITIES							
DAILY TASKS							
POWER HOUR							

VENDOR EVENT PLANNER

Event Name: _____ Date(s): _____ Times: _____

Location: _____

Booth Fee: _____ Website: _____

Contact Name: _____ Phone #: _____

Email: _____ Other: _____

EVENT PREPARATION CHECKLIST

- Booth Fee Mailed / Paid
- Supplies / Sales Aids Ordered / On Hand
- Vendor Event Bag Packed
- Sales Fliers
- Catalogs
- Clipboards
- Calculator
- Cash Change
- Signs / Banners
- Party Packets
- Bonus Gifts
- Tablecloths
- Pens, Markers
- Success Planner
- _____
- Product / Demo / Display Items
- Cash & Carry Items
- Tables, Tent & Chair (If not provided)
- _____
- _____
- _____
- Order Forms
- Drawing Slips
- Business Cards
- Card Reader
- Nametag
- Bags for Purchases
- Recruit Packets
- Fundraiser Packets
- Office Supply Bag
- Extra Price Stickers
- Device Chargers
- _____

EVENT FOLLOW UP CHECKLIST

- Enter new leads into customer database
- Follow Up Phone Calls with H.O.T. Leads
- Contact Prize Winner(s)
- Thank you email to all leads
- Thank you note to event coordinator
- Get application / date for next year's event

EVENT SUMMARY

Catalog Orders Placed:

Total Retail: _____

Total with Tax/Shipping: _____

Profit Earned: _____

Cash and Carry Sold:

Total Retail: _____

Total with Tax/Shipping: _____

Profit Earned: _____

Total # of Leads:

New Contacts: _____

Parties: _____

Recruits: _____

Fundraiser: _____

NOTES



Home Office Organization Challenge

- | | | |
|-------------------------------------|--|---|
| <input type="radio"/> Top of Desk | <input type="radio"/> Bookcase / Shelves | <input type="radio"/> Business Supplies |
| <input type="radio"/> Under Desk | <input type="radio"/> Closet / Storage Area | <input type="radio"/> Inventory |
| <input type="radio"/> Desk Drawers | <input type="radio"/> Filing Cabinet / Files | <input type="radio"/> Business Kit |
| <input type="radio"/> Desk Shelves | <input type="radio"/> Party Bag / Supplies | <input type="radio"/> Event Bag / Supplies |
| <input type="radio"/> Books | <input type="radio"/> Electronics | <input type="radio"/> Binders & Folders |
| <input type="radio"/> Mobile Office | <input type="radio"/> Biz Equipment / Tech | <input type="radio"/> Office Floor |
| <input type="radio"/> Office Decor | <input type="radio"/> Tote Bag / Laptop Bag | <input type="radio"/> Windows, Window Sills |
| <input type="radio"/> Containers | <input type="radio"/> Baskets & Bins | <input type="radio"/> Dust, Vacuum & Clean |
| <input type="radio"/> _____ | <input type="radio"/> _____ | <input type="radio"/> _____ |
| <input type="radio"/> _____ | <input type="radio"/> _____ | <input type="radio"/> _____ |

STEP 1: SORT & DECLUTTER

Begin clearing out the areas & separate everything into keep, trash, donate, sell or belongs elsewhere. Throw away any trash or broken items.

STEP 2: ORGANIZE & CREATE A SPACE FOR EVERYTHING

Use baskets, bins, drawers, containers, shelving units, file boxes, tote bags, etc. and create a space or area for all your key items and supplies.

STEP 3: PUT IT BACK TOGETHER & DO A SECOND SORT

Put everything in it's new/updated space and do a second sort & declutter as you finish organizing.

STEP 4: REFRESH YOUR OFFICE DÉCOR

STEP 4: DUST, VACUUM, CLEAN, TAKE OUT THE TRASH & ENJOY YOUR FRESH SPACE

STEP 5: CREATE A TO FILE/PUT AWAY BIN & SCHEDULE TIME WEEKLY & / OR MONTHLY TO RE-SORT, CLEAN & ORGANIZE YOUR OFFICE SPACE TO KEEP IT IN TIP TOP SHAPE.

Important Website Information

DOMAIN INFORMATION:

My Domain Name is: _____

My Domain Registrar: _____

Domain Control Panel Login Website: _____

Username: _____ Password: _____

Expire / Renewal Date: _____ Auto-Renew Set Up: Y / N Annual Cost: _____

HOSTING INFORMATION:

My Web Hosting Company is: _____

Tech Support Phone #: _____ Email: _____

Username: _____ Password: _____

Monthly/Annual Fee: _____ Auto-Draft: Y / N Payment Due Date: _____

Login Link for my Control Panel / FTP (CPanel): _____

Server / Host Name: _____

Username: _____ Password: _____

E-MAIL INFORMATION:

Webmail Login Link: _____

Username: _____ Password: _____

POP 3: _____ SMTP: _____

WORDPRESS OR BLOGGER DASHBOARD INFORMATION:

Link to Login to my Admin Dashboard: _____

Username: _____ Password: _____

WEBSITE DESIGNER'S INFORMATION:

Company Name: _____ Contact Name: _____

Email: _____ Website: _____



Attraction Marketing P L A N N E R

W E E K L Y F O C U S

10 Lifestyle Posts

4 Business Seed Posts

1 Selling Post

N O T E S

- Are you positive in all your posts?
- Are you inspirational?
- Are you educational?
- Do your pictures show an attractive lifestyle?
- Do you answer questions and comments quickly?
- Do you show where you get YOUR inspiration from?
- Are you speaking your truth?
- Have you defined your own mission and put this in the Intro section?

L E S S R E G U L A R T A S K S

- Check Your Page "Intro"
- Check Your Page "Story"
- Update Profile Picture
- Update Cover Image
- Post Video / Live Content
- Review of Successful Posts
- Post Quiz or "this/that" Post
- Show how you celebrate holidays/wins
- Post relevant content from others
- Monitor "competition"
-

DATE	NAME	ADDRESS	EMAIL	SENT	FOLLOW UP

PURCHASE DATE	PURCHASER & INFO	RECIPIENT	\$	EXPIR. DATE	REDEEMED

Goal Planning

My Big Hairy Goals

Be specific, make it measurable & choose attainable but bold goals you want to achieve.

My smaller goals for the next 3 months:

Sales:	<input type="checkbox"/>
Recruits:	<input type="checkbox"/>
How many parties do I need?	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

3 Actions I'll take this week towards my goals:

.....

.....

.....



DATE	FOR	PRODUCT	COST	WINNER & INFO	SENT

MONTHLY ACTION PLAN

MONTH: _____

GOALS	BUSINESS TASKS	MARKETING															
<p>INCOME</p> <p>PARTIES</p> <p>RECRUITS</p> <p>TEAM</p> <p>OTHER</p>	<p><input type="checkbox"/> BIZ. HOURS SCHEDULED</p> <p><input type="checkbox"/> BIZ. SUPPLIES ORDERED</p> <p><input type="checkbox"/> BIZ. MATERIALS LABELED</p> <p><input type="checkbox"/> PARTY FOLDERS & DEMO KIT UPDATED</p> <p><input type="checkbox"/> HOST, RECRUIT, FUND. PACKETS UPDATED</p> <p><input type="checkbox"/> CUSTOMER GOODIE BAGS PREPPED</p> <p><input type="checkbox"/> TEAM PRIZES READY/MAILED</p> <p><input type="checkbox"/> THANK YOU HOSTESS READY/MAILED</p> <p><input type="checkbox"/> MONTHLY INCOME/EXPENSES RECORDED</p> <p><input type="checkbox"/> OFFICE & EMAIL PURGE</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>SOCIAL MEDIA</p> <ul style="list-style-type: none"> • PRODUCTS TO FEATURE: • HOLIDAYS/EVENTS/SEASONAL IDEAS: • LIFESTYLE POSTS: • OTHER: • POSTS SCHEDULED: <p>___WK1 ___WK2 ___WK3 ___WK4</p> <p>NEWSLETTER/ BLOG POST(S):</p> <ul style="list-style-type: none"> • PRODUCTS TO FEATURE: • TIPS OR IDEAS: • SPECIAL OFFERS: • OTHER: <p>___ NEWSLETTER SCHED./SENT</p> <p>___ BLOG POSTS PUBLISHED & PROMOTED</p> <p>VENDOR/NETWORKING EVENTS:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">DATE</td> <td>EVENT NAME</td> </tr> <tr> <td>___</td> <td>_____</td> </tr> </table> <p>PARTIES:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">DATE</td> <td>HOST NAME</td> </tr> <tr> <td>___</td> <td>_____</td> </tr> <tr> <td>___</td> <td>_____</td> </tr> </table>	DATE	EVENT NAME	___	_____	DATE	HOST NAME	___	_____	___	_____					
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<p>NOTES:</p>																	

GOALS

MARKETING

SOCIAL MEDIA
/BLOG

CUSTOMERS

TO-DO LIST

MONDAY

TUESDAY

WEDNESDAY

NOTES & IDEAS

HOSTS

RECRUITS

TEAM

BUSINESS

THURSDAY

FRIDAY

SATURDAY

SUNDAY







GRATITUDE & REFLECTIONS

BOOKING CALENDAR

MONTH: _____






















































































MONTH: _____

WEEKLY SOCIAL MEDIA PLANNER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
							
							
							
							
							
							

WEEK: _____

SOCIAL MEDIA PLANNER

DAY	POST IDEAS	SCHEDULED
		    
		    
		    
		    
		    
		    
		    
		    
		    
		    
		    
		    
		    
		    
		    
		    
		    

MONTHLY MARKETING IDEAS

MONTH:

PARTIES

ONLINE

RECRUITS

CUSTOMERS

TEAM

VIP GROUP

EVENTS

OUT & ABOUT/OTHER

Online Party Planner

Start Day/Date: _____ End Day/Date: _____ Live Party Day/Time: _____

Host Name: _____ Pref. Contact: •Phone •Email •Text •FB

Phone #: C: _____ H: _____ W: _____ Time Zone: _____

Email: _____

Address: _____

Party Planning Checklist

AFTER PARTY IS BOOKED / PRIOR TO THE PARTY:

- Email/Msg Host Packet &/or Mail Host Packet & Catalogs
- Host Coaching Session or Follow Up Message / Video
- Mail Thanks for Hosting Postcard if not mailing a packet
- Connect with host 2 weeks, 1 week & 3 days before party

DAY BEFORE PARTY KICK OFF:

- Set up online shopping link
- Set up Facebook Group, Header + Welcome Posts
- Invite Host to the FB Group
- Remind Host to Share the Group Link with Friends

KICK OFF DAY:

- Post RSVP Drawing Prize Game / Do a FB Live Intro
- Welcome the Guests + Post How Party Works Reminders

LEADING UP THE LIVE PARTY:

- Daily Posts Scheduled / Planned
- Check Daily for ?'s & comments + Post Thanks

LIVE PARTY DAY:

- Reminder Posts Scheduled
- Live Party & After Posts Scheduled
- FB Live / Live Game Planned / Prepared / Scheduled

CLOSE OUT DAY:

- Reminder Posts Scheduled / Live Video with Reminders

AFTER THE PARTY:

- Add Guests to Customer & Newsletter List
- Follow up 3 Days after Delivery with Host
- Follow up with Guests 1 Week After Party Close

Party Summary

PARTY TOTALS:

Retail Party Sales: _____

Total with Tax/Shipping: _____

Host Credits Earned: _____

of Guests / # of Orders: _____ / _____

Expenses: _____ Profit: _____

BOOKINGS & PARTY LEADS:

Name: _____

Date: _____ Type: _____ Held: _____

Name: _____

Date: _____ Type: _____ Held: _____

Name: _____

Date: _____ Type: _____ Held: _____

Name: _____

Date: _____ Type: _____ Held: _____

RECRUITS & RECRUIT LEADS

Name: _____ Joined: _____

Name: _____ Joined: _____

Name: _____ Joined: _____

Name: _____ Joined: _____

PRIZES TO SEND:

Name: _____ Prize: _____

Name: _____ Prize: _____

Name: _____ Prize: _____

NAME	BIRTHDAY	ADDRESS	EMAIL	PHONE

NAME	CONTACT METHOD	NOTES	DATE	FOLLOW UP

DATE	NAME	PRIZES	ACHEIVEMENT	SENT