

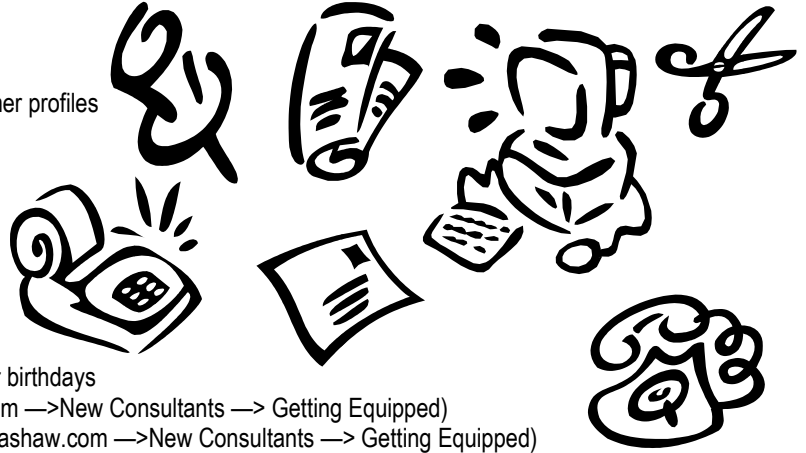
# File Don't Pile!

## Organizing Your Mary Kay Office at Home

In addition to the recommended supplies from the **Career Essentials Supply Check list** on page 8 in **Starting Your Business**:

### **WHAT TO PURCHASE**

- \_\_\_ Small File Box or A-Z organizer large enough for your customer profiles
- \_\_\_ Small notebook / mileage log
- \_\_\_ Accordion file for your receipts
- \_\_\_ Filing Cabinet or 2 large milk crates
- \_\_\_ 2 Portable Hanging File Folders
- \_\_\_ Adjustable 3 Hole Punch
- \_\_\_ 2 Packages of Sheet Protectors (1 Magazine Size)
- \_\_\_ 1 ~ 2" Spine 3 Ring Binders
- \_\_\_ 2 ~ 1" Spine 3 Ring Binders
- \_\_\_ 1 ~ 5 x 9 Three Ring Binder with Jan– Dec tabs for customer birthdays
- \_\_\_ 1 package of 10 Focus Folders (\$10 on [www.pamelashaw.com](http://www.pamelashaw.com) →New Consultants → Getting Equipped)
- \_\_\_ Design Your Life Book—90 Day Planner (\$18 on [www.pamelashaw.com](http://www.pamelashaw.com) →New Consultants → Getting Equipped)



### **Small file box with tabs or A-Z organizer**

You will want to enter your customer information into My Customers online at [www.marykayintouch.com](http://www.marykayintouch.com) & your sales into your online weekly accomplishment sheet; however, you will still have a place to store all your sales tickets & customer profile cards. I always file mine with the profile card first and then the sales tickets behind the profile card for easy access. \*Alternative Computer Programs for a paper free office!

### **Small Notebook / mileage log (keep in car)**

It is important that you **RECORD weekly!!!** Your tax accountant will probably want to know your beginning and ending car mileage for the year & how many of those miles were for MK. Remember, you can take off miles to & from meeting, shows, shopping for MK related items, vacations where you work in MK legitimately, interviews, etc.

### **1" Binder—LABEL "Finance"**

This binder is for ALL financial transactions! Here is where you will include your Weekly Accomplishment Sheets IF you don't fill them out online. You will also want to include any Commission Statements from the company & all your packing slips from your shipments.

### **Accordion file for your receipts**

Label the tabs on the accordion file things like office supplies, postage, cell phone bill, internet, entertainment, travel, seminars, etc. Make it a habit to file your receipts by type of expense. At the end of each month, go through your file and track your business related expenses using Boulevard, Microsoft Money, Microsoft Excel or the Expense Tracking Register found in your Career Essentials. Discipline in this area of your business is critical so you mentally feel on top of your business expenses.

### **1" BINDER—LABEL "APPLAUSE MAGAZINES"**

Put 12 sheet protectors inside and place your "Applause Magazine" in this binder after you are finished with it at the end of each month. This binder will serve as a wonderful reference throughout the year at your finger tips.

### **5 x 9 BINDER**

From Profile Cards, file a page by month for Customer Birthday, greeting and promotions.

### **HANGING FILE BOX**

Because you will get an abundance of papers starting when your showcase arrives, this is a great way to keep everything orderly! There are tab headings in your **Career Essentials Binder** or you can use under **Starting Your Business!**

### **2" BINDER - LABEL "REFERENCE"**

This binder is for notes that you will be taking at training classes & success nights! File under headings such as: booking, coaching, sales, shows, promotions, team building, etc. You can also file extra items that you use daily i.e. your Consultant Focus Folder.

### **CONSULTANT FOCUS FOLDERS & DESIGN YOUR LIFE 90 DAY PLANNER**

These tools will be invaluable to your consultant mindset of efficiency & excellence in all areas of your life. Using these tools with obedience will launch your business & release a mind that is always thinking of what you "ought" to be doing.