

# Packing List

## NEW DIRECTOR CHECKLIST

Follow these steps to prepare for your brand new MK Journey!

### Networking Ideas

- Booths at festivals or fairs
- Bridal leads (available for purchase at [www.mymkleads.com](http://www.mymkleads.com))
- Ask good clients, friends or family members for names of 5-10 people
- Get involved in a local organization or chamber of commerce event
- Referrals from your parties
- Hand out goodie bags

1. Create a BRAND NEW contact list of 75+ women you have never facialed. You may need to do some networking (see ideas list) to be able to make this list.

2. Print out a fresh layering sheet. Put the names of 5-10 women who you would love to have on your personal team. Go over this list with your senior director and get a list of next steps for each person on the list.

3. Put the dates for the following events (additional director supply stations) on your calendar. These are IN ADDITION TO the consultant events you have been attending, and they are VITAL to your success. If you aren't plugged in and receiving from these sources, you're like a consultant not attending a weekly meeting.

- New Director Training in Dallas, Texas - check for dates on intouch
- Chicago Director Meetings - 9:30-noon at Monte's Banquet Hall in Bensonville, IL on the 3rd Friday of every month except January, March and July
- Martin Area Director Meetings - 9:30-1 at Jeanie's house, dates on director calendar from Jeanie
- Martin Area Director Retreat - date on director calendar from Jeanie
- Leadership Conference - January, date on director calendar from Jeanie

4. Print and familiarize yourself with the company contests for new directors on InTouch. Make a new goal poster and/or tracking sheets for these contests. You get a \$1000 bonus for EACH ONE you hit!

5. Set a date to come to your senior director's office to have her or her assistant go through some basic office and organizational systems.

6. Communication Systems - Tell your senior director when you are ready for her to take your consultants off her communication lists. The healthiness of your organization will be determined by the quality and quantity of communication you have with your new unit. Create the following:

- Voxer group for your unit
- Email lists for your unit: Active Consultants, All Consultants, Meeting Consultants
- Private Facebook group for your unit
- All of your consultants as contacts in your cell phone.

7. Schedule a time to talk with your senior director about your weekly sales meeting.

- Location & costs
- When you'll start meeting on your own
- Sample meeting agendas

8. Call in to weekly new director training calls with your national sales director. Times and dates will be emailed to you.

9. Put together your new consultant packet and a checklist for what happens when someone new joins your unit. Ask your senior director for her new consultant checklist and packet pages. Be sure to cover the welcome text, email and conversation with your senior director as well.

10. Create a newsletter that will go out monthly. Most new directors only need 3 to 4 pages. Ask your senior director for her template and cut it down A LOT. Include lots of pictures of your consultants and celebrate their victories, no matter how small they may seem! Share your newsletter with your senior director every month and your national sales director.

11. Ask Jeanie's office to give you a link where you can turn in your UAS form monthly and earn "Director Dollars" that can be spent in LOTS of ways—event registrations, lunches after director meetings, unit prizes purchased from Jeanie. Have your senior director walk through this form with you so you know how to fill it out each month. It's due by the 8th of the month.

12. Be prepared for an increase in communication as you get added to director lists on email, Voxer and Facebook. You are moving to a more full-time role and this communication is vital and is often time sensitive. You will most likely need to devote more time to work in your office WITHOUT taking time away from your personal business to manage it.