

NEW CONSULTANT CHECKLIST

Name: _____ Consultant #: _____

Unit #: _____ Phone Number(s) – Cell: _____
Home: _____

Welcome Letter Sent

Received Showcase

Training

Listened to New Consultant Training CD within 24 hours

Business Consultation

By phone

In Person

Starting Inventory Level _____

Come to a Decision (yes or no) and THEN Move Forward

Minimum \$225

Laying the Groundwork

Visited Hulsman Area website (www.tinahulsman.com)
& Printed Out Paperwork in New Consultant Training

Setting Up Your Business:

Signed in to www.marykayintouch.com

- Created MK email address
- Completed Color 101 questions

Review/Complete Timeclock of First Steps

- Ordered Business Kit through MK Connections
- Setup Web site
- Entered at least 15 names, addresses and emails into My Customers and requested the 15 Free mailings of Every Girl's Guide Brochure

- Requested free business announcement emails
- Signed up for ProPay to process credit cards
- Opened checking account with debit card

Made a list of people to facial

Practice Booking

Review Hostess Coaching/Follow-up

Importance of Meeting Attendance/Pinned at Meeting

How to put together Flipchart/Binder

How to set up/fill roll-up bag

How to Replace/Build inventory

Rotating inventory

Get To Work!

Why to Book a Perfect Start/Power Start

How to Book a Perfect Start/Power Start

Perfect Start Booked (15 faces/15 days)

Power Start Booked (30 faces/30 days)

Made a copy of datebook pages for Director for follow-up

The Perfect Appointment Checklist

Referral Game – Importance of Doing It/How to Do It

Review Closing

Power of Your Life Recruiting CD – 8 Practice Interviews

Additional Supplies Needed:

Filled Rollup Bag (approx. \$225 Wholesale)

Merchandise Bags for Customers

Cotton balls (good ones, not junky Dollar Store ones)

Calculator

Pens

Training Materials

Mary Kay Autobiography

Mary Kay 101 - Live Skin Care Class DVD

Mary Kay 201 – Booking CD

Mary Kay 301 – Recruiting CD, “Can You Hear Me Now?”

Mary Kay 401 – Offer the Opportunity:
“The Power of Your Life” DVD

Mary Kay 501 – Taking the Mystery out of Inviting Guests CD

Mary Kay 601 – Non Verbal Communication DVD

Mary Kay 701 – Mirror in Back Pocket DVD

Mary Kay 801- And Then Some CD

Reviewed the following management levels:

Consultant

Senior Consultant (1 – 2 business partners)

Red Jacket (3 – 4 business partners)

Encourage Company Event Attendance*

*Cannot attend unless active

Notes

DATE
