Sample Master To Do Lists

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) located at www.believearea.com.
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 'Preparing your Home Office'.
Checklist #3 'After Your Inventory Arrives'.
Decide Business Debut date (dependent on inventory).
Print off invitations from InTouch.
Mail out or hand deliver 75 for 15 attendees.

LOW (delegate)

Once you decide each system, it can be delegated.

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) located at www.lindatoupin.com.
    If a booking or interview attempt fails, see what products she needs.
Call regarding booth for festival or to be a guest speaker at school or sorority, civic group etc.
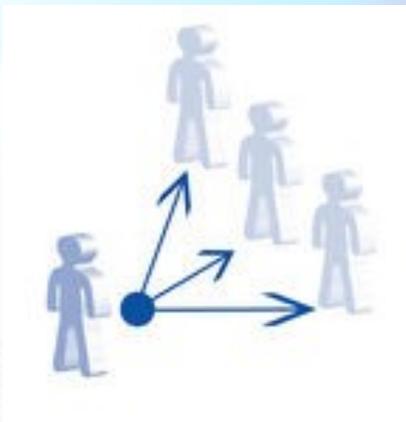
MEDIUM (paper or process that supports the people)

Place product order.
Redesign my table setting for upcoming holiday.
Decide on upcoming holiday specials and how they will be communicated.

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 / clean mirrors.
Assemble 20 hostess packets and 20 recruiting packets.
Label products, rotate new to back.
Follow up with customer service rotation calls to customers.

First Steps