

# Monthly Plan

## *Plan Your Work and Work Your Plan!*

**"Choice, not circumstances, determines your success."** -Anonymous

### **Week 1** (Day 1- 7)

- 1. Set Your Personal Goals-** Volume goal and Activity goal; email them to your upline
- 2. Fill your calendar-**take a couple 1 hr blocks to focus and fill your calendar with presentations (product/business) OR bring contact cards with you so you can make calls on the go. Schedule at least 6 group parties for yourself and help your new business builder with theirs.
- 3. Renewals-** click on "my downline" under webstats to see who is up for renewal and give them a call. "Hi Tina, this is Becky Potterbaum I'm your \_\_\_\_\_ (district manager) in Arbonne. Just wanted you to know that this is your renewal month to keep your discount -I know you've enjoyed it this past year. You do qualify for a Right Start Value Pack which is 50% off items of YOUR choosing. So now might be a good time to restock on your skin care, vitamins, shampoo, makeup or protein shakes! Just wanted you to know. **You can hop onto [arbonne.com](http://arbonne.com) or give me a call and I'll help you renew for \$15. I don't want you to lose your great discount. My number is \_\_\_\_\_ #\_\_\_\_\_. Again \_\_\_\_\_ #\_\_\_\_\_.** Have a great day!"

### **Week 2** (Day 8-14)

- 1. Revisit Personal Goals-** does your activity match your volume goal? Will you need to ramp up your activity? Make an adjustment if necessary. You do not want to miss your goal.
- 2. Fill your calendar-**take time to fill in the dates for this month you intended to fill with Arbonne. Do you have cancellations? Refill.
- 3. Send Notes-** encouragement cards to team members, thank you's to customers, thank you's to hostesses.

### **Week 3** (Day 15-21)

- 1. Renewals-** check "my downline" and see who has not renewed and give them another call.
- 2. Set up BB apptmts-** pick 2 people from each presentation to pursue. Don't prejudge. Call and say "Hey Cindy, it's Becky from the Arbonne party at \_\_\_\_\_'s house? Did I catch you at a good time? Great, I'm calling because you struck me as someone who would really be great at what I do. It might not be a fit for you, but could I buy you a cup of coffee and visit together for 15-20 minutes ? I just want to give you a little info to chew on. Would you be open to that? Are daytimes or evenings better for you? ---ok. Weekdays or weekends?" etc

### **Week 4** (Day 22-Close)

- 1. End of Month Special-** email special to clients and preferred clients.. Call clients only if you really want the sale. (Use specials that are "over the top" ONLY to finish a qualification)
- 2. Final Renewals-** final calls to folks
- 3. Business Builder Checklist:** for you and team members \$150 prv, close to next ASAP level?, bonusing DM-5000 & 5 new 150+ consultants, how close to new management level?

REMEMBER YOUR GREATNESS...YOU ARE AWESOME...YOU ARE MAKING IT HAPPEN...YAY 4 YOU

## *“Everyday, IPA\*\*\*Income Producing Activity”*

1. **Drops**-- sample packs, pamper packs, opportunity CD/DVDs, hostess packs, Full size demo sets/baskets. The more drop offs, the more \$\$\$ for YOU.

Keep log in small spiral or in your date book when you drop:

today's date\_\_\_\_\_

who\_\_\_\_\_ph#\_\_\_\_\_email\_\_\_\_\_

follo.up appt\_\_\_\_\_ (by phone or in person)

Give them your card, too!

2. **Hostess Coaching**--touching base with hostess to go over a successful party. Follow host planner. Build excitement for her party! Be confident & organized Coach her on inviting, refreshments, creating a welcoming environment, using the products ahead of time for enthusiasm. Conversation should only be about 10 minutes.
3. **Meeting for Coffee**-- “Purposeful Business Conversation” with prospects and product showing to clients.
4. **Customer Service**--Follow-Up---Create a system for following up. Card file or binder.
5. **Coaching your team** -Area Manager and Above-. Pick a weekly time to talk together as a team to sharpen skill sets. District Managers - call BB's in your central district (and direct to you) to keep your BB's motivated and connected. Ask how you can support them. Do they understand qualifications, have a goal, how to make money, etc. Discuss what the current topic is (weekend training calls with upline). New BB's should be talking to their sponsor or helper every other day the first month--a couple times a week from there on out. Coaching is so important! Your BB relies on YOU for information, encouragement, inspiration. Don't leave them hanging.
6. **People in the “funnel”**- do you have enough people in process right now of buying product, hosting, looking at the business and becoming BB's? If not, time to be intentional. Back to 100 name list; who will attend a presentation you host, who will host for you, who will you invite to join your team, who will you invite to try Arbonne's products? Check your Facebook for more names. Make friends with friends' friends.
7. **Schedule, Schedule, Schedule**--spa parties, makeup parties, catalog parties, Coffee Appointments, Drop offs, Team Events, Monthly Meeting, Car Presentations, Quarterly Meetings, out of town phone appointments (3 way with your upline- your upline wants to validate you).