

"Let's Get Organized"

What to Purchase:

Three large 3-ring binders, with a 2-3' rib. (You may wish to buy colors that coordinate with your kitchen; chances, are, you'll keep them there and work your business while waiting for something to come out of the oven, etc.)

Three 5x9 3-ring binders (the size of your profile cards) with a 2-3" rib

Box of 100 plastic page protectors

8.5x11 January-December 3 ring binder tabs

5x9 A-Z 3-ring binder tabs

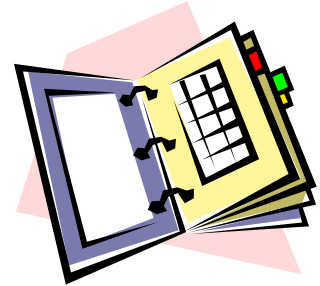
5x9 January-December 3-ring binder tabs

8 1/2 x 11' A-Z tabs

Adjustable hole puncher

10x13 envelopes, the size of your large binders

Letter size and note size white envelopes



Hint: Viking Office Supplies is very inexpensive and will ship any order of \$25 or more free! (you will usually get it the next day!) Call 1-800-421-1222 for a free catalog.

Large Binder #1:

With a black marker, write "Applause Magazines" on the rib. Put 12 page protectors in this binder and insert your Applause Magazines, January-December. You now have a wonderful reference book at your fingertips. You'll have one for each year.

Large Binder #2 with A-Z tabs:

Write "Reference" on the rib of this binder. Many handouts from your Director, your Newsletter, and the Company have headings at the top to make filing a breeze. Put the pages into sheet protectors and fill. You can then use these as masters for copies and copy while they are in the page protectors.

Large Binder #3:

This should be labeled "Business" Twelve inserts marked January - December will organize your invoice sheets (From your orders to the Company), your 4 weekly accomplishment sheets for the month, your plan sheets, and all of your receipts. Punch three holes in a large manila envelope, insert it in that month's section, and keep receipts from postage, parking fees, phone bills, etc., inside. They'll all be ready at tax time! Put black accomplishment sheets for every week of the year in their respective months. That way, if you're ever behind a week, you can go on to the current week and catch up later.

Small Binder #1:

Label the rib of this binder "A - M," and insert the small dividers labeled "A" through "M." Punch three holes in the pink sheets of your profile cards and alphabetize them. Hint: Delegate someone to punch holes in your profile cards before you record information on them. Punch holes in the bottom of the card, (along the open end) not on the perforated end. Attach an envelope to the back of the profile to keep copies of that customer's sales tickets (there are several copies that are usually thrown away). This eliminates the need to record her purchases on her card, and you have a quick reference when she says, "I want the same lipstick I ordered 2 months ago." Optional: Mark each profile card with color-coded tabs. For example, a pink tab is for customers who wish to be contacted once/month, green for those to call every six weeks, blue for those to call every two months, etc.

Small Binder #2:

This is used in the same manner as small binder #1, but rib and inserts should be labeled "N - Z."

Small Binder #3:

Label this binder "Birthdays." Inserts should be labeled with the months of the year. Punch holes in the white sheet of your profile cards, and place them in the appropriate months. You may want to offer your customers a discount during their birthday month (10-15%), or have a birthday part (class) for all customers with birthdays in the same month.