

Beginning of the Month Checklist

1st:

- Check arbonne.com to see what's new - print off incentives and track your progress
- Print: Monthly 10 Non-Negotiables, Bullseye Tracker, 40 Faces, 2x2x2x2 Monthly Tracker, 30 Day Coaching Tracker
- Set personal monthly goal and post it all over: bonus, qualify for next level of leadership or promote!
Coach 1-2 Consultants to do 1st step District Manager Quals with minimum 2500QV
- Decide to earn Champion's Breakfast
- Make appointment for goal setting with upline
- Personally schedule a RE9 & Essentials event
- Facebook shout outs & mail out/prep cards & gifts for team promotions, etc.
- Go over goals with your direct consultants/leaders
- DECIDE to give it your ALL!

1st-3rd:

- Schedule & execute a booking blitz (DM's and above with your team)
- Check performance accounts and renewals - Update Team as needed
- Text/call direct PC's & Wholesale Consultants any Arbonne sponsored specials
- Text/call PC's with Free Gift & Free Shipping Vouchers
- Prep Follow Up plan: Previous month's 30 Day clients, PC's/Wholesale, Prospects/Referrals, Samples
- Create invite list of people you will be inviting to Discover Arbonne events throughout the month
- Review last month's orders and send thank-you notes
- Send renewal emails to PC's & Consultants
- Send birthday cards to direct team/PC's