

## End of the Month Checklist

- Make sure you have at least 2500PQV (your orders, direct PC's, and Clients)
- See if you have any NEW Consultant or PC who hasn't placed a 250QV order to get their FREE product from Arbonne
- Earn your DM Bonus by having 5,000QV in your Central District & at least 5 new PC/Cons with at least 150QV each (these don't have to be direct to you - just in your District)
- Make sure PCs have redeemed their Preferred Client Rewards - Free Gift & Free Shipping (150 QV)
- Call your Consultants and PCs about expiring renewals.
- Host a Healthy Happy Hour the last week of the month
- Check on those who are in qualification for the next level and help them with volume boosting ideas
- Find a host to book an impromptu get-together - incentivize with special gift
- Schedule & execute a booking blitz (DM's and above with your team)
- Call everyone who has been given samples, and entice them to order with a special
- Call people who have come to parties but didn't order anything, and offer them a special to host
- Call Clients and PCs who ordered last month and see if they need to reorder anything, or if they want to add a new product to what they are using
- Restock on your presentation supplies: products, catalogs, print order forms, etc.
- Book your 6-10 presentations for next month. Don't let your month end without having a full calendar for the following month!
- Check in with 1-2 Consultants you are coaching into 1st step for DM with minimum 2500QV