

## Last Week of the Month Checklist

- Make sure you have at least 2,500 QV (your orders, direct PC's, and Clients)
- See if you have any NEW Consultant or PC who hasn't placed a 250 QV order to get their FREE product from Arbonne
- Earn your DM Bonus by having 5,000 QV in your Central District & at least 5 new PC/Cons with at least 150 QV each
- 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 quick Pop Up event - incentivize with special gift
- Schedule & execute a booking blitz (DM's and above with your team)
- Follow up with everyone who has been given samples
- Call people who have come to parties but didn't order anything and see how you can serve them  
(Samples, Host, Business 1:1, DA, Referrals)
- 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 & if they have PC Rewards (Free Gift)
- Restock on your presentation supplies: products, catalogs, print order forms, etc.
- Book your 6-10 activities for next month. Don't let your month end without having a full calendar for the following month!
- Check in with Consultants you are coaching into 1st step for DM with minimum 2,500 QV