



*ORGANIZATION: **THAT'S SO NEAT!***

*A PLACE FOR EVERYTHING AND
EVERYTHING PUT AWAY IN ITS PLACE!*

Organization. . .

1. REDUCES STRESS
2. EFFECTIVE USE OF TIME
3. EFFICIENT, PRODUCTIVE

YOU ARE A HOME EXECUTIVE!

ARE YOU SIDETRACKED or SELF CONTAINED?

FOUR "P's" of ORGANIZATION:

PURPOSE *An active decision, to resolve to do a certain task.*

PLAN *To prioritize and focus*

PURGE *If you don't use it, Lose It!*

PUT AWAY *The discipline to continue in the path of your decision.*

I. General

TRASH CAN VS. CONTAINERS

Mail
Bills
"To Do" bin
School papers

Receipts
Like Items
Cleaning Supplies
Consumed Goods

II. Business

A. Office Space
Jewelry
Files/notebooks
Supplies
Prospect file/folder

Office Tools
Two baskets
Give-aways

B. Office To Go
Catalogues
Order forms
Office Tools
Reading Material

Note cards
Stamps
Post-it notes

III. Travel

A. Out and About Town
Area mall guides
Office in a box

Crate in trunk
Refresher bag

B. From Sea to Shining Sea
Toiletry bag always ready
Same Color Scheme

Clear bag for jewelry

The Key to Your Success

DESIRE AND DISCIPLINE

Suggested Headings for Handout Notebooks

Fashion:

- Accessories
- Appearance
- Color
- Face/Body Shapes
- Fashion Filler/Need for Jewelry
- Games w/ Fashion
- Jewelry Info/Combinations
- Lipstick Personality/Make-Up
- Professionalism/Wardrobing
- Scarves
- Style/Personal Style
- Total Fashion Look

Bookings:

- Activities/Ideas
- Book-a-thons
- General Ideas
- Lifestyle Bookings
- Phone Calls
- Who Do You Know?

Sponsoring:

- Activities at Shows
- Bracelet/Purse Night
- General Information
- Letters to Prospects/Information on Premier
- One on One's
- Overcoming Objections
- Prospect lists
- "20 Reasons"/ "Last ____ Home Shows"
- Sponsoring Talks
- Ways to Grow Your Business