

## **MANAGER END OF MONTH CHECKLIST:**

- Call your new Consultants from this month and remind them that their SuccessPacks expire next month.
- Call your new Consultants from last month and remind them that their SuccessPacks expire THIS month.
- Call your PCs about expiring renewals & Preferred Rewards
- Call your Consultants 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.
- 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, catalogues, print order forms, etc.
- Book YOUR group presentations. Start inviting to TEAM events. Schedule your 1/1’s and product drops offs. Don’t let your month end without having a full calendar for the following month!
- Make sure you are earning your DM bonus.
- Help at least one person do 1<sup>st</sup> step for DM with \$2,500.
- Make sure all your business builders have \$150 PRV to get paid