ORGANIZE & BE AN EFFECTIVE LEADER

Most everyone turns to their leader or at least would like to, which is why staying consistent and sharing with your team are key ways to being a great leader. What can you do with your business and team daily, weekly, and monthly to stay consistent and effective? These concepts are easily reproduced and can help you make the most of your time to maximize your effectiveness as a team leader.

DAILY or More

1. Use a Calendar.
   a. Pin a post on Facebook with a document of dates and types of parties. Add in the results of parties so everyone can see what everyone else is doing.
   b. Designate 15–20 minutes per day for customer follow up and team member phone calls (YOU call THEM).
   c. Put alarms on your phone for important reminder follow up notifications.
   d. Use a calendar (paper or in your phone) or a planner, so upcoming events are visibly noticeable. Be sure to cross things off your list so you can see your accomplishments! Schedule everything including family activities, appointments, etc. on the same calendar.
   e. Make your system easy to duplicate so you can help your team.
   f. Make a list before you go to bed with everything you need to do the next day. Prioritize it in the morning so you can decide the importance of things after you’ve thought about all you need to accomplish in that day.

   a. Via Facebook (group and events)
   b. Emails
   c. Phone calls
   d. Posh Box
   e. Skype
   f. Texts
   g. Screencasts

WEEKLY or More

   a. Use the Posh Box, Facebook groups, and the Dropbox to review helpful files that have already been created, such as new Consultant information, step-by-step placing order instructions, recruiting tips, and product information. Share items you have found to be helpful or useful with your team. Be sure to tag items you upload so that others may find them too!
   b. Designate an area of your home for Posh only.
   c. Update a Leadership binder consisting of each frontline’s name, contact information, join date, and notes.
MONTHLY or More

4. Reach out to your customers and team. Use your Posh Box calendar, and client’s address in virtual office. Be sure to always save and back up any file so you don’t waste time reinventing the wheel.
   a. Catalog change
   b. New products
   c. Day Away
   d. Close to rank advancement or goal
   e. Contests/Incentives
   f. Team newsletter
   g. Events
   h. Share samples
   i. Birthdays and anniversaries
   j. First order
   k. Customer follow up/thank you

BE AN EFFECTIVE LEADER

5. Be Consistent.
   a. Communicate with your team and ask them for their style of choice (calls, texts, emails, Skype)
   b. Have meetings
   c. Sample making parties
   d. Recognize goals and advancements—ask what types of recognition individual team members appreciate
   e. Don’t complain
   f. Allow your downline to lead their downline
   g. Brand your team and make them feel proud
   h. Offer trainings
   i. Send samples
   j. Offer incentives to keep people motivated

6. Be Accountable.
   a. Be available
   b. Amplify corporate contests, promotions, and incentives
   c. Train frontline
   d. Be a positive influence
   e. Encourage team to grow their goals and balance business and life
   f. Support the Home Office
   g. Use the products and be knowledgeable of ingredients and benefits
   h. Know what information is out there and where the tools are located to help your team succeed
   i. Share

7. Easy to Find, Easy to Manage, Easy to Use.
   a. Paper or electronic calendars
   b. Spreadsheets: recruits, customers, teams, business contacts
   c. 30-60-90 day reminders
   d. Birthdays, Poshiversary, activity
   e. Cell phone reminder notifications
**LET’S HAVE A PARTY**

I have time to pamper YOU! I’ve highlighted great dates for Posh Parties. I can be flexible, so let’s talk about the best date to share our fun pampering products with your friends and neighbors. Ask me about my current BOOKING INCENTIVE!

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