**MANAGER END OF MONTH CHECKLIST:**

* Make sure you have at least $150 PQV (your orders + your personal PCs + your Clients – Consultants don’t count for this volume) so you can get your override check from Arbonne.
* Make sure your business builders have their $150 PQV order to get paid.
* See if you have any new Consultants or PCs who haven’t placed an order ($250 for Consultants, $150 for PCs) to get their FREW product from Arbonne.
* Earn your DM Bonus by having $5,000 in your Central District and at least 5 new Consultants or PCs with at least $150 each (these 5 don’t have to be direct to you; just in your District)
* Make sure your PCs have used their Preferred Advantage Rewards.
* Call your new Consultants from last month and remind them that their SuccessPacks expire THIS month.
* Call your Consultants and PCs about expiring renewals. Make sure your Consultants have their $1,200 for the year. If not, offer to do a regular party or a “catalogue” party so she can collect orders.
* 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 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.
* 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 6-8 group presentations for next month. Don’t let your month end without having a full calendar for the following month!
* Help at least one person do 1st step for DM with $2,500.