

MANAGER END OF MONTH CHECKLIST:

- Make sure you have at least \$250 CQV (your personal PCs + Arbonne 10 customers Your volume and consultant's volume don't towards CQV) so, you can get your override check from Arbonne.
- Make sure you have reached half of your maintenance volume at each level (DM 1250, AM 5000, RVP 20,000 to access performance account if available and be paid at each level)
- Make sure your business builders have their \$250 CQV in 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 FREE product from Arbonne.
- Earn your DM Bonus by having \$5,000 in your Central District and at least 5 new PCs or New Consultants with one or more PC's sponsored with at least \$150 ordered (these 5 don't have to be direct to you; just in your District)
- Call your Consultants and PCs about expiring renewals.
- Host a "Healthy Happy Hour" or "Ultimate Facial" 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