

# File Don't Pile!

## Organizing Your Mary Kay Office At Home

### WHAT TO PURCHASE:

- \_\_\_\_\_ 2 Portable
- \_\_\_\_\_ 4 Large (2")
- \_\_\_\_\_ 3 5x9
- \_\_\_\_\_ A-Z for both 5x9 and 8x11
- \_\_\_\_\_ January-December for both 5x9 & 8x11
- \_\_\_\_\_ 1 Package of
- \_\_\_\_\_ 1 6 x 9 Customer Profile Box
- \_\_\_\_\_ 1 6 x 9 A to Z

**Hanging File Boxes**  
**Three-ring Binders**  
**Three-ring Binders**  
**Tab Dividers**  
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**Magazine Sheet Protectors**  
**Large Rolodex Box**  
**Tab Dividers**



### WHAT TO DO WITH IT:

- **2" Binder: Label "Applause Magazines"**  
Put 12 sheet protectors inside & place your "Applause" magazine in this binder after you are finished with it at the end of each month. This binder will serve as a wonderful reference throughout the year at your fingertips. This magazine is only available to you when you are active. Although our goal is to create a monthly ordering pattern, you must order every 3 months in order to continue receiving this informative magazine.
- **2" Binder: Label "Reference"**  
Label your second large three-ring binder "Reference". This binder is for notes you will be receiving in your training classes & monthly newsletters. You'll want to 3 hole punch these notes and categorize them by topics....i.e. Booking, Coaching, Retail Sales, Promotions and so on.
- **2" Binder: Label "Finance"**  
Label the third 2" binder "Finance" and insert your letter size January through December Tab Dividers. This is where you will keep detailed packing slips that arrive with your product order every month. You'll also want to keep your weekly accomplishment sheets filed monthly as well as your 60"-40" Money Management Ledger.
- **2" Binder: Label "Customer Service"**  
Label the fourth 2" binder "Customer Service". This is where you will keep your Preferred Customer Profile Sheets that come to you each quarter after you enroll your Preferred Customers in the company program. You will reference this when you are checking up with your customers.
- **12 Large Manila Envelopes**  
Keep monthly expenses receipts in one envelope per month. Tally expenses into categories (automobile, cell phone, office supplies, etc.) at the end of each month. These can also be 3 hole punched & placed in your Finance Binder. You could also store these items in a Hanging File Box with files by category if you choose.
- **1 6x9 Customer Profile Box & A to Z dividers**  
For your Customer Profiles.....keep record of your customers colors, likes, etc. on their Profile Cards.
- **3 5x9 Binders: Label "Customer Birthdays", "A-M Customers" & "N-Z Customers"**  
For your Birthday Binder, use your January-December Tab Dividers and separate the white copy of your Profile Cards. File by the month of the Customers Birthday. Your A-M & N-Z Binders use your A-Z Tab Dividers and file the pink copy of the profile card to file by the Customers last name. You may want to ask your Director for further information on contacting your customer and servicing their replenish needs as you build your Head-To-Toe Customers!!!!

The hanging files are for storing your beauty books, recruiting materials, and any company flyers/other materials you'll need for your skin care classes, customers and team members. Setting up your business in an organized manner will reduce stress and keep you at your professional best. You can do it!!!!