



Your Portable MK Office!

You do not need to spend a lot of money assembling your new MK office and you might already have many of the supplies you'll need! The goal is to create a small space for your office that will show respect to your family by keeping your Mary Kay business supplies and papers organized and not spread all over the house! If need be, possibly purchasing some drawers/shelves from Target might be helpful, but don't go overboard!

In addition to your space at your home, you'll also want to have a "portable office" that will become your new best friend! ☺ Put your binder together with the suggested tabs and bring it with you to your weekly meetings and trainings!

Things you might need to purchase at an office supply store:

- *1/2 inch 3 ring binder
- *Page Tab Dividers
- *Highlighters
- *Extra Pens (to keep in your binder)

Front Cover:

Pictures of your Mary Kay goals!

Create Tabs for these categories:

- *Goals-print out Sales Thermometer (Pink Boot Camp 1) and Pink Achievers Tracking Sheet (Pink Boot Camp 2)
- *Prospect List- can be found in Pink Boot Camp 1
- *Weekly Plan Sheets- can be found in Pink Boot Camp 1
- *Current Contests/Promotions- can be found on homepage of alisonjurek.com
- *Scripts- print off the 'Booking Scripts' document from Pink Boot Camp 1
- *Guest Lists- so you can be coaching appointments/parties on the go
- *Coaching Sheet- can be found in Pink Boot Camp 2