

YEAR END CHECKLISTS FOR YOUR MARY KAY BUSINESS

CLOSING THE YEAR FISCALLY:

Count Your Inventory:

By December 31, create a new order on InTouch and put your products in and it will total it for you. This also will help you know what you have and can place your order Dec. 31 so you are sure to have Winter Colors and Skin Care available for your January Appointments! Print for your records then delete. If you have items on your shelf that are not on the current order sheet, remove them from your shelf and make a list of the wholesale value of each product. Name that list "Discontinued Products."

Measure and record the square footage of your "MK space":

This includes the closet where you keep your products, your office space, and anywhere else that is exclusively used for business. Take pictures of this space and file them with your other tax info. Do not have any personal items in the photos.

Document your ending mileage:

Document your ending mileage on all cars available for you to drive. You can track in your datebook, a small notebook in your car or with a mileage app. Also note the reason for each trip. Without documentation you are throwing \$1 bill away for every 2 miles driven!

Organize your income and expense receipts.

Collect/settle any outstanding product trades, customer deliveries, & outstanding customer balances owing.

WAS - Weekly Accomplishment Sheets Up-to-Date.

Starter Kit Refresh: Go through your Starter Kit to refresh & restock any items you are running low on or you wish to start demonstrating. List these on a sales receipt labeled demo.

Personal Items & Inventory Refresh: Fill in the holes with your personal use items and inventory.

Get a new datebook: File your datebook with your tax records.

If you have any business questions, Mary Kay has a tax info page. Please always consult a tax expert with any tax related questions. Especially with all the changes happening

CLOSING THE YEAR MENTALLY: Take time to answer the following & share with your Director if you choose:

- ___ What was my greatest blessing?
- ___ What was my greatest lesson?
- ___ What do "I wish I had?"
- ___ What am "I glad I did?"
- ___ What am committing to changing in next Year?

CLOSING THE YEAR PROFESSIONALLY:

- ___ Move out this year's records from their space to make room for next year's records, new systems, etc.
- ___ Look back through date book and notebooks to make lists of lingering customers, bookings, or recruiting prospects that I can follow up with next year.
- ___ Look back through date book, notebooks, lists, notes, etc. for any undone tasks that are still necessary to complete.
- ___ Clean up work space. File or trash any unnecessary paper. Tip: Create Virtual and/or physical file folders by the month and file ideas in the month they will be used.
- ___ Clean out your email—responding, deleting, or filing.

PREPARING FOR NEW YEAR: Where do you want to be one year from today?

- ___ Work on my bookings for January. Contact your customers, offering New Year New You Makeovers, and anyone who books by the 15th will receive a special gift or discount (you decide)
- ___ Keep a sales slip each month titled: personal use items, demo items, product given away.
- ___ Use some type of system to provide accurate record of your transactions, inventory and sales reports.
- ___ Take time to write out what you would like to do differently in the next year with your Business... Where is one area you would like to grow?
- ___ Take time to write your GOALS for the year. Place pictures next to your goals and dates. Keep it in front of you at all times as a visual!

Proper planning prevents poor performance! Prepare to have your best year ever!