

# II. TIME & MONEY MGT



- 3 COPIES OF YOUR WEEKLY PLAN SHEET**
1. Family Copy (on fridge)
  2. Business Coach (MK Director)
  3. Your Copy (in your datebook)

## A. WEEKLY PLAN SHEET

The Weekly Planning Sheet is a tool for you to design your week with intention. It allows you to have clarity regarding your available time to complete IPA's.

### EXAMPLE OF A WEEKLY PLAN SHEET:



"If you aim at nothing you will hit it every time." - Zig Ziglar

# WEEKLY PLAN SHEET

	<i>sunday</i>	<i>monday</i>	<i>tuesday</i>	<i>wednesday</i>	<i>thursday</i>	<i>friday</i>	<i>saturday</i>
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

- Key:
- God
  - Family
  - Date
  - Income Producing Activities for MK
  - MK Training + non income
  - Job
  - Personal

## WHICH ARE INCOME PRODUCING ACTIVITIES?

- |   |   |
|---|---|
| <input type="checkbox"/> Parties                  | <input type="checkbox"/> Booking Calls        |
| <input type="checkbox"/> Organize your office     | <input type="checkbox"/> Packaging Orders     |
| <input type="checkbox"/> Inventory/Label Products | <input type="checkbox"/> Facials              |
| <input type="checkbox"/> Follow-up calls          | <input type="checkbox"/> Guest Event          |
| <input type="checkbox"/> Share Appointments       | <input type="checkbox"/> Designing Promos     |
| <input type="checkbox"/> Training/Workshops       | <input type="checkbox"/> Posting Social Media |

## THE \$35,000 LIST!

### B. 6 MOST IMPORTANT THINGS

Ever finished your day tired of "doing & doing", but feel like you haven't accomplished anything that brings you closer to your goal?

This tool will help you maximize your time to ALWAYS have successful days. Before bedtime, **simply write a list of the 6 most important things to do the next day**. The next day start with the first item on your list & complete them all in order. It's so satisfying to finish a prioritized list.

*remove distractions and get it done*

### 6 MOST IMPORTANT THINGS

1. Who do I **book** tomorrow?
2. Which customers need to reorder? (**sell**)
- 3 What appointment do I need to **coach**?
4. Who can I follow-up with? (**recruit**)
5. Who on my team needs support?
6. Business admin (non IPA 9pm - 9am)

*"Success is hidden in your daily routine." - John Maxwell*



# C. WEEKLY ACCOMPLISHMENT SHEET

- An online tool to track your pay per hour.
- The W.A.S. tracks your all your IPA's (future bookings, potential team members, etc...)

Available online at [www.mk.marykayintouch.com](http://www.mk.marykayintouch.com)



## GIRL MATH

\$168.20 paid per hour

2 hours worked

40% Profit: 336.40

50% Reorder: 420.50

10% Biz Exp: 84.10

Total Sales: 841.00

**Printed Weekly Accomplishments Report** Print Close

For: 839 Auri Hatheway Phone: (305) 479-4591 Sales Director: Auri Hatheway 12/14/2025 - 12/20/2025

Weekly Activity																
Date	Hostess	Hrs	Gst	Ord	Bks	SCS Sold	Parties Facials	On The Go	My Shop	Shows/Events	PCP Misc	Reorders	Sales Tax	Hostess Gifts	Give Away	Non-Recov Sales Tax
12/15	Robert Mirambeau	0.2500	0	0	1	\$28.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.9600	0.0000	0.0000	0.0000
12/15	Judy Paba	1.0000	0	1	0	\$196.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	13.7200	0.0000	0.0000	0.0000
12/15	Kim Cinalli	0.2500	0	1	0	\$225.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	15.7500	0.0000	0.0000	0.0000
12/18	Rebecca Beltan	0.2500	0	1	0	\$352.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	24.6400	0.0000	0.0000	0.0000
12/18	Ljudmila Esquerdo	0.2500	0	1	0	\$40.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	2.8000	0.0000	0.0000	0.0000

Totals															
	Hrs	Gst	Ord	Bks	SCS Sold	Parties Facials	On The Go	Online	Shows	PCP Misc	Reorders	Sales Tax	Hostess Gifts	Give Away	Non-Recov Sales Tax
This Week's Total	2.00	0	5	0	1	\$841.00						\$58.87			
Year to Date Total	2.00	0	5	0	1	\$841.00						\$58.87			
Weekly Total (Less Tax)						\$841.00							\$841.00		

Weekly Activity Recap										
Interviews	New Team Members	Appointments	SCS Sold	Parties	On The Go	My Shop	Reorders	Shows/Events	PCP Misc	Total (Less Tax)
0	0	0	1	\$841.00						\$841.00

**Orders Submitted To Company This Week**

Section 1 Wholesale	\$420.50	Section 2 at Cost	
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**Estimated Weekly Gross Profit**

Weekly Sales Total (Less Tax)	\$841.00	X .40 =	Estimated Weekly Gross Profit	\$336.40
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Deposit total amount collected in business account. It is suggested to allow 60% of sales for product replacement. 40 percent is profit less other business expenses.

**I Would Like More Information on the Following**

Booking	<input type="checkbox"/> Online My Shop Orders	<input type="checkbox"/> Reorders
Coaching	<input type="checkbox"/> Brochure/PCP/Misc Sales, Reorders	<input type="checkbox"/> On the Go Appointments
Sharing the Opportunity	<input type="checkbox"/> Closing My Parties	<input type="checkbox"/> Shows/Events
Telephone Sales	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Other
Skin Care/Parties	<input type="checkbox"/> Facials	<input type="checkbox"/> Business Management

**Next Week Goals**

Amount of Sales		Number of Team Building Appts	0
Number of Skin Care Parties/Facials	1	Number of Customer Calls	0
Number of On the Go Appointments	3		

**This Weeks Hourly Earnings**

Estimated Weekly Gross Profit	\$336.40	Hours Worked	2.0000	Earnings Per Hour	\$168.20
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**New or Prospective Team Members**

Interviewed	Recruited	Name	Address	Phone	Email Address
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Judy Paba		(305) 305-3050	

Please Note: The weekly accomplishment sheet is not a complete summary for income tax or accounting purposes.

# D. MONEY MGMT

- Profit Level (def.) - having enough products to give your customers excellent service
- Embezzling (def.) - Stealing from your business to pay yourself

Account 1:

MK Account

- Free Checking Account
- Tap to Pay
- Pay Now Links

Account 2:

Initial Business Loan

- 12-months
- 0% interest
- ONE time use only!

There is a business and your sales go from your money bag into your MK bank account.

### Option 1:

**Start with a full store**  
**\$3,000 Wholesale**

Initial Investment with tax	\$3,600
(1-yr pmt plan)	÷ 12 mo.
Mo. Pmt	\$300

Monthly Pre-Tax Sales	\$2,000
50% Reorder	\$1,000
50% Income	\$1,000

50% Income	\$1,000
Monthly Pmt. Plan	-\$300
<b>Profit</b>	<b>\$700</b>

### Option 2:

**Start without a full store**  
**\$2,100 wholesale**

Initial Investment with tax	\$2,400
(1-yr pmt plan)	÷ 12 mo.
Mo. Pmt	\$200

Monthly Pre-Tax Sales	\$2,000
60% Reorder	\$1,200
40% Income	\$800

40% Income	\$800
Monthly Pmt. Plan	-\$200
<b>Profit</b>	<b>\$600</b>

"Most people don't plan to fail, they fail to plan." - Mary Kay Ash

*you sold something! now what?*

### STEP 1:

Always collect sales tax.

### STEP 2:

Deposit the entire amount of your sale into your MK bank account.

### STEP 3:

Complete your W.A.S. so it divides your money and for weekly recognition at your MK Meetings.



# WEEKLY ACCOMPLISHMENT SHEET

for business owners

MONTH

*my dream goal is...*

SALES GOAL IN (\$)

**WEEK 1:** \_\_\_\_\_ - \_\_\_\_\_

Total Retail Sales (without tax)..... \$ \_\_\_\_\_  
Total Tax collected..... \$ \_\_\_\_\_  
50% for Re-Order..... \$ \_\_\_\_\_  
10% Expenses (PCP, Events, Materials).. \$ \_\_\_\_\_  
40% Profit..... \$ \_\_\_\_\_

*my profits*

\$ \_\_\_\_\_ - \_\_\_\_\_  
\$ \_\_\_\_\_ - \_\_\_\_\_  
\$ \_\_\_\_\_ - \_\_\_\_\_

How much more to reach my monthly goal?:

**WEEK 2:** \_\_\_\_\_ - \_\_\_\_\_

Total Retail Sales (without tax)..... \$ \_\_\_\_\_  
Total Tax collected..... \$ \_\_\_\_\_  
50% for Re-Order..... \$ \_\_\_\_\_  
10% Expenses (PCP, Events, Materials).. \$ \_\_\_\_\_  
40% Profit..... \$ \_\_\_\_\_

*my profits*

\$ \_\_\_\_\_ - \_\_\_\_\_  
\$ \_\_\_\_\_ - \_\_\_\_\_  
\$ \_\_\_\_\_ - \_\_\_\_\_

How much more to reach my monthly goal?:

**WEEK 3:** \_\_\_\_\_ - \_\_\_\_\_

Total Retail Sales (without tax)..... \$ \_\_\_\_\_  
Total Tax collected..... \$ \_\_\_\_\_  
50% for Re-Order..... \$ \_\_\_\_\_  
10% Expenses (PCP, Events, Materials).. \$ \_\_\_\_\_  
40% Profit..... \$ \_\_\_\_\_

*my profits*

\$ \_\_\_\_\_ - \_\_\_\_\_  
\$ \_\_\_\_\_ - \_\_\_\_\_  
\$ \_\_\_\_\_ - \_\_\_\_\_

How much more to reach my monthly goal?:

**WEEK 4:** \_\_\_\_\_ - \_\_\_\_\_

Total Retail Sales (without tax)..... \$ \_\_\_\_\_  
Total Tax collected..... \$ \_\_\_\_\_  
50% for Re-Order..... \$ \_\_\_\_\_  
10% Expenses (PCP, Events, Materials).. \$ \_\_\_\_\_  
40% Profit..... \$ \_\_\_\_\_

*my profits*

\$ \_\_\_\_\_ - \_\_\_\_\_  
\$ \_\_\_\_\_ - \_\_\_\_\_  
\$ \_\_\_\_\_ - \_\_\_\_\_

created by @mkmariajose

## M O N T H L Y T O T A L

Sales \$ \_\_\_\_\_ Reorder \$ \_\_\_\_\_

Tax \$ \_\_\_\_\_ Expenses \$ \_\_\_\_\_

*my profit*  
**T O T A L**  
\$ \_\_\_\_\_

# SIMPLE SET UP FOR TAX READY TRACKING

Snap a photo of each receipt in an app like *Easy Expense* or *Expensify*. Tag it with a tax category (listed below). Export at tax time as a spreadsheet or report you can give to your accountant. Apps typically categorize and store the image with the details so you don't have to keep the paper copy.

postage	food
section 2	office supplies
meeting expenses	contractors
travel	demo products
other	home office expenses
phone + internet	professional attire
giveaways	mileage
hostess gifts	Banking Fees Interest
shipping materials	subscriptions
shipping	sales



# 360 FULL CIRCLE SUCCESS

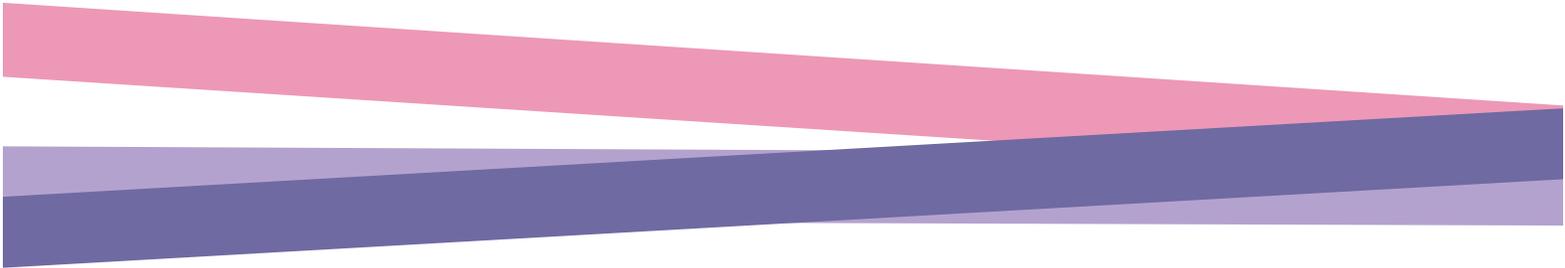


1. BOOK

4. RECRUIT

2. COACH

3. SELL



# contact list

## A.K.A. YOUR PRETEND WEDDING LIST

*The average wedding in America mails out approximately 150 invitations*

1	39	77	115
2	40	78	116
3	41	79	117
4	42	80	118
5	43	81	119
6	44	82	120
7	45	83	121
8	46	84	122
9	47	85	123
10	48	86	124
11	49	87	125
12	50	88	126
13	51	89	127
14	52	90	128
15	53	91	129
16	54	92	130
17	55	93	131
18	56	94	132
19	57	95	133
20	58	96	134
21	59	97	135
22	60	98	136
23	61	99	137
24	62	100	138
25	63	101	139
26	64	102	140
27	65	103	141
28	66	104	142
29	67	105	143
30	68	106	144
31	69	107	145
32	70	108	146
33	71	109	147
34	72	110	148
35	73	111	149
36	74	112	150
37	75	113	151
38	76	114	152

**MOVING UP PLAN**  
Code your contact list with symbols



**HEART** someone you'd love to work with, enjoy spending time with



**STAR** someone you think would be great in this biz (a natural born leader)



**SMILEY** someone happy who loves to have parties



**POUND** someone that understands basic business skills (smart: that get's it)