

# WEEKLY TRACKING SHEET FOR THOSE THAT ARE COMMITTED TO BEING A RED JACKET!

Name: \_\_\_\_\_ Week of: \_\_\_\_\_

To be a Red Jacket you must personally be active and have 3-4 active personal team members.

I'm Committed: 4 New Bookings, 2-4 guest at events, \$400 retail/week and FINISH Weekly Checklist

Designed by QT Office. 

## 1 4 NEW BOOKINGS

(From Skin Care Parties, Warm Chatter, Referrals, Customer Phone calls, etc)

Name: \_\_\_\_\_ Date of Booking: \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

## 3 CHOOSE HOW TO CREATE A \$400+ RETAIL WEEK

Skin Care Class		Facials/On the Go Appts.	Customer Re-orders		
Hostess	Sales	Name	Sales	Name	Sales
_____	_____ / _____	_____	_____ / _____	_____	_____ / _____
_____	_____ / _____	_____	_____ / _____	_____	_____ / _____
_____	_____ / _____	_____	_____ / _____	_____	_____ / _____
_____	_____ / _____	_____	_____ / _____	_____	_____ / _____
Total SCC: _____		Total F/OTG: _____		Total Re-orders: _____	

Total Sales for the Week: \_\_\_\_\_ Weekly Wholesale ordered: \_\_\_\_\_

## 2 2 - 4 GUEST EVENT

Name: \_\_\_\_\_ Event/ # Guests \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

## 4 SHARE THE OPPORTUNITY

(Face to Face, Phone Call, Event, Etc)

Name: \_\_\_\_\_ How did you share? \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

## 5 YOUR WEEKLY CHECKLIST

- Place your Wholesale order
- I coached every appointment
- I pre-profiled all my guests
- Submit your weekly tracking sheets totals on your Directors Unit Website

Wholesale for this Quarter: \_\_\_\_\_ Wholesale needed to complete Star: \_\_\_\_\_ New Team Members added this week: \_\_\_\_\_ Total Active Team: \_\_\_\_\_