

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, £300 retail/week and FINISH Weekly Checklist

Designed by QT Office. 

1

4 BOOKINGS

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

Name: _____ Date of Booking: _____

_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____

3

CHOOSE HOW TO CREATE A £300+ RETAIL WEEK

Skin Care Class

Hostess Sales

_____	/	_____
_____	/	_____
_____	/	_____

Total SCC: _____

Facials/On the Go Appts.

Name Sales

_____	/	_____
_____	/	_____
_____	/	_____

Total F/OTG: _____

Customer Re-orders

Name Sales

_____	/	_____
_____	/	_____
_____	/	_____

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: _____