Tips to get the most out of this training.

1. Take notes and learn all you can in this training.

2. Think how quickly you can implement what you learn to get the results you want.

3. Set goals to achieve the cash flow you want in your business every week.

Quote: “Develop an attitude of Gratitude, and give thanks for everything that happens to you, knowing that every step forward is a step toward achieving something bigger and better than your current situation.”

Brian Tracy

STEP INTO ACTION
Study Guide

WEEK 3

Quick Review
“The Next Step” Recruiting Habit Success Planner Follow-Up habits
Your 21 Day Assignment

My Committed

# Hours ____________

Work Week

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Review of Success Activities

**High Revenue activities**  Busyness vs. Business habits

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

**Personal Time Study**  Your own weekly time commitment habit

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

**Calendar Confidence**  Habits getting bookings every week

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

**Think Weekly**  weekly habits to build your business

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

**Marketing Party Pie**  Weekly habits marketing you and your parties

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

**Discovery Prospect Process**  Habit of discovering recruit prospects at every party

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

**Big M.A.C. Call Habit**  The fast track to growing a dynamic team

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

**IMPLEMENT WITHIN ONE WEEK**
"The Next Step" Recruiting Habit

Three Magic Words

________  ________  ________

What to say if she’s ready go join?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
What to say if she says, “I’m not sure?”

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

What to say if she says, “Maybe Later.”

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

What to say if she says, “It’s not for me.”

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

“Every Interview Leads to your Next Recruit”
Gale Bates
Create a Recruiting Journal

A prospecting journal helps the flow of recruits join your team every month. Many prospects need some time to make a decision on whether now is the right time for them to join your company. I’ve noticed that when you don’t have a system to follow-up and find out when the time is right for them to join, we tend to forget why they would make a great team member. So, instead of letting them walk away and you never hear from them again, I propose scheduling a “check-in” call to see where they are in their decision process.

Keeping a record of every interview is like filling your pipeline. Get a binder with plastic sleeves, and create a page for each person. Track how many times you follow-up and call back. Sometimes it’s just not the right time. Ask for permission to contact her at a later date. This is a great system as it takes the pressure of everyone and they join your team when the time is right for them. Fill your journal with prospects who are waiting for the right time, the right fit and check-in with a scheduled phone call and you’ll find you’ll be recruiting people consistently every month.

Profile for each Prospect

Name and information
Date of Interview
Has she been a Hostess
Family
Work
Hobbies/Interests
Connected on Facebook, Twitter, LinkedIn
Product she loves
Rate her interest 1-10
Next ACTION
Follow-up Phone call
Bring to a Team meeting
Continue as Hostess
NEXT SCHEDULED CHECK-IN
OTHER NOTES

Value of an Interview = Value of a Party

Power of Numbers

10 _______
3 _______
30 _______
15 _______
10 _______
2-4 _______

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Your Success Planner System

Your Important Calls

________________________________________
________________________________________
________________________________________
________________________________________

New Business Contacts

________________________________________
________________________________________
________________________________________
________________________________________

New Prospects

________________________________________
________________________________________
________________________________________
________________________________________

August Goals

________________________________________
________________________________________
________________________________________
________________________________________

Your Party Tracker

Date Scheduled
Hostess Name            Hostess Phone

Checklist—Before Party
⇒ Coach Hostess
⇒ Contact with Guests

After Party
⇒ Three Big M.A.C. Calls (below)
⇒ Send Thank you notes

Results
# Guests
Total Retail Sales
# Bookings

Follow-up Big Mac Calls
Prospect #1
Prospect #2
Prospect #3

Monthly Income Tracking

Party 1 Retail Sales $ __________
Party 2 Retail Sales $ __________
Party 3 Retail Sales $ __________
Party 4 Retail Sales $ __________
Other Sales $ __________
Phone Sales $ __________

TOTAL Retail Sales $ __________

Gross Income (25-40%) $ __________

Team Commission Inc $ __________

This month’s TOTAL INCOME $ __________

# Bookings scheduled
# Follow-up calls made
# Recruiting Appointments held

Income GOAL for next month $ __________
The One Notebook System

ONE tool that saves ENTREPRENEURS Time, energy and money

Do you spend time
- looking for a phone number you wrote on a piece of paper?
- wondering where you put the great idea you wrote down 2 weeks ago?
- wishing you could find your notes from an important teleconference last week?
- digging for the ONE copy of an important message from corporate office?
- searching for the name of the woman who was anxious to host?
- wondering which login and password you used for a particular website?
- considering where to put today’s quote from the universe, it’s so good?
- poking under papers for your latest to-do list, it was RIGHT on top of a pile!!!
- you know you wrote notes on a special report, but you can’t find them?
- you realize the name of the important organization you wrote on a sticky note is totally lost?.
- Have 3 projects going at once, and you’re mixing the papers?
- Wishing you wrote down the name of a book you wanted to order from Amazon?
- You’re at a meeting with a perfect prospect and don’t have any paper to write on?
- want to complete a task, and the last bit of information is buried on your desk somewhere!!!

ALL of the above sucks up your time, and you wish you had a more efficient office system. What if you could find ALL of the above in one place? Yes, there is an answer! It’s a system I have used in my business for the past 10 years! It’s just ONE tool that has helped guide my every day of my life from the time I get up in the morning to the last thing I do before I hit the pillow at night. This one tool is my

**One Notebook System**

Now, you can use ANY notebook, but I fell in love with Moleskine notebooks because they are purse size and great for traveling. They have enough pages to last for a couple of months and they come in lined, squared or blank pages and are leather bound. Moleskine is the legendary notebook used by European artists and writers for the past two centuries. I imagine Ernest Hemingway at an outdoor Café in Paris writing “For Whom the Bell Tolls” in his beautifully bound Moleskin notebook. The notebooks come in various colors and sizes and have a bound cover with rounded corners and an elastic closure. They have an expandable inner pocket in the back of the notebook to file special notes, receipts.

I begin every day with a new page and write in the day, date and maybe a special affirmation. I write this on the RIGHT HAND PAGE. e.g. Monday, March 14, 2011 Today, it is my dominant intent to look for what I want to see! THEN I write MY ACTION or TO DO list for the day! I also write special PROJECTS deadlines and future ideas.

THE LEFT HAND PAGE is for my ideas and notes for the day. I use this ONE notebook exclusively. If I’m at a conference or teleseminar, I write notes IN THIS NOTEBOOK. In the front I have important phone numbers & addresses (in case I lose my Iphone). Every phone number, every name, every organization is written in my notebook. Some pages are very messy with information scribbled (that only I can read.) I have log-in and password information for many websites.

It’s like my whole life’s record is in each of my moleskins and because I date them every day, I have old ones stacked on my bookshelf in date order. Bottom line, I never lose ANYTHING, because it’s always written in my notebook. And this little notebook goes EVERYWHERE with me! I never leave home without my keys, my Iphone and my Moleskine. Of course you don’t HAVE to have a Moleskine! Any notebook will work, even a school exercise book. The point is if you want to become more efficient and feel more in control of your business, get rid of the paper clutter and get yourself a TRUSTY NOTEBOOK!

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### 21 Days create a Habit

**Month**

**Income Goal**

<table>
<thead>
<tr>
<th>Personal Sales</th>
<th>Personal Bookings</th>
<th>Personal Recruiting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Sales</td>
<td>Team Bookings</td>
<td>Team Recruiting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>TIME (Hrs)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parties</td>
<td></td>
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</tr>
<tr>
<td>Telephone</td>
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<tr>
<td>Social Media</td>
<td></td>
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<tr>
<td>Admin/Paperwork</td>
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<tr>
<td>Recruiting Appointments</td>
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<tr>
<td>Networking/New Biz</td>
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<td></td>
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<tr>
<td>Team Communication</td>
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</tbody>
</table>

**TOTAL HOURS**

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Connect with Gale & Mymentorbiz

I’m on a mission to help 100 women grow a six figure income business!

Contact Gale for a

30 Minute Complimentary “Get Acquainted” call
galebates@mymentorbiz.com

Read articles & tips in the “Mymentorbiz Bulletin”
A Newsletter for Entrepreneurs in Direct Sales

Listen to the MONDAY MINUTE weekly podcast for great TIPS on running your Direct Sales Business.

Get my TWO Planner Systems

#1 Calendar girls Team Booking System for LEADERS in direct sales. This system helps you create consistent income for everyone on your team. It helps you have a team with high bookings, high group volume sales and high recruiting growth.

#2 2012 Planner system designed for ALL CONSULTANATS in direct Sales. It tracks your parties, your retail sales, your bookings, your recruit leads and more. It helps you know exactly the amount of money you’re making in your business.

May you prosper and grow a very profitable Direct Sales Business.