Organize your Office

1.

Put every customer and their sales slip into your MyCustomers+ app (or MyCustomers on Intouch).

2.

Organize Customer Notebook

3.

Using a small paper organizer, label each section with "Order", "Deliver" "Needs Paid". File the sales slips that need attention in their respective slot. Once delivered and paid, attach last copy to your paper Weekly Accomplishment Sheet.

4.

Make fake customers on MyCustomers+ called "Personal Use" and "Demo Product". Each time you pull out a product for either use, simply put the product in as an order under that "customer". Make sure not to file in your Weekly Accomplishment Sheet. This is for end-of-year & tax filing purposes.