

# TEAM BUILDER CHECKLIST

WELCOME your new team member and help him/her have a GREAT START!

Quick facts about your team member:

Name: \_\_\_\_\_  
Sign Date: \_\_\_\_\_ \$129 Bonus Bundle Deadline: \_\_\_\_\_  
Family Life: \_\_\_\_\_  
Current Occupation: \_\_\_\_\_  
Goal for his/her MK biz: \_\_\_\_\_  
First Order Amount/Date: \_\_\_\_\_

Additional Notes:

## Make it a GREAT START!

The first few weeks are the most critical in a new consultants journey and YOU can help her maintain her excitement and motivation with just a few simple steps!

### Mark your calendar!

### When she joins:

- ☐ Present MK pin
- ☐ Make a list of everyone she knows
  - \* Potential Face
  - \*\* Potential Team Member
- ☐ Go shopping in the Look Book.
- ☐ Set appointment in the next 24-48 hours for inventory chat & creating a WOW experience.

### Share the News!

- ☐ Contact your director to confirm inventory chat
- ☐ Send your new team member a welcome post card!
- ☐ Mark your calendar to send a postcard twice a month.



#### Day 2 Getting connected

- ☐ Explain First Week Focus
- ☐ Text 1<sup>st</sup> week collage & booking script for her to use.
- ☐ Set up FB groups, voxer & Zoom

#### Day 3 Getting Started

- ☐ Check on First Week Focus
- ☐ Inventory talk or follow-up
- ☐ Invite her to your next appointments & success event
- ☐ Go through 1st Steps (website, pro-pay and biz cards)

#### Day 5 Be Prestige!

- ☐ Determine her Prestige Path and explain how it works
- ☐ Celebrate her wins for her First Week Focus
- ☐ Follow-up with inventory if needed

### Day 7 and beyond. Follow up for success!

- ➔ Be sure she is aware of new consultant orientation and training.
- ➔ Mark your calendar for ongoing coaching calls twice a week
- ➔ If she is out of town, make sure she has an adopted director
- ➔ Save a seat for her at events
- ➔ Encourage her to earn her Pearls of Sharing