

Organizing Your Home Office

Don't spend a lot of time and money getting organized. Keep it Simple!

#1 Create a separate workspace for your business

This could be a separate room, or a corner of a room in your home. THIS IS VERY IMPORTANT. A neat and organized workspace contributes greatly to a happy and healthy business owner.

- Desk/Table/Chair
- Computer and Printer
- Internet
- Shelving for your inventory (book shelves, hutch, small linen closet with lots of shelves, etc.)
- Cell or home phone

2 Things you may want to purchase

- 2-3 Ring Binder w/ 2-3" rib - that holds papers that you want to keep with you at all times.
- Clear Page Protector Sleeves - for copies of handouts, scripts, and tracking sheets
- Mileage Log - This should be kept in your car and easily accessible. (above sun visor). You will want to keep track of your beginning mileage and ending mileage EACH time you are traveling for Business Purposes. You will need to write down the mileage and what was the purpose of the trip; i.e. deliver product to Kim Jones or Unit Meeting etc.
- Monthly Accordion File (expandable folder - this will help you keep great records for tax time). You will file your Accomplishment sheets each week in coordinating month. As you receive Packing Slips with orders placed to company, file them in correct month also. At the end of each month you will sort these receipts in your accordion folder by category. You will want to tally these receipts up every quarter so at the end of the year you are dealing with a minimum number of totals.
- My Customers App from Mary Kay. This will track your inventory as well as your customer information, birthdays, etc...
- Small crate to carry 10 Look Books, \$ Bag with Change, Sales Tickets, Samples of Skin Care, and Customer Profiles. Recruiting Packets (Look Book, Team Building Brochure, Ponder Pink Sheet, Starter Kit Flyer, agreement, and business card), Hostess Packets (Hostess plan, Look Book and Outside Order Sheet)

Track the products that you take off your shelf

Both for Personal Use and Demos. You can do this one of two ways...

1. Take 2 Paper Order Forms. Write on the front of one, DEMO and PERSONAL USE on the other one. You will make a "tick" mark by each product that you take for each of these reasons for the entire year. At the end of the year you can calculate what the totals were for Demo and Personal Use.
2. OR you can track all of this info on the My Customers App by adding 2 customers "DEMO" and "Personal Use."

Tax Time

Be sure that your "TAX PERSON" is familiar with "home based businesses." Anyone can still do your taxes, but to get the MAXIMUM deductions, you will want to be sure that he/she knows home base business deductions.

Files

Use a plastic crate or small filing cabinet, a binder, OR just make some folders on your computer with the following titles. As you continue your Mary Kay education, you will get LOTS of ideas... I would not suggest you try to save all of them - if it is a GREAT Idea, you will see it circulate again. Below are some topics that you may want to save items in folders, either via filing system, on your computer, or in your binder.

- Booking/Coaching
- Selling/Holiday Ideas/Customer Service
- Team Building/Marketing
- Hostess Packets/Recruiting Packets
- Goal Setting/Time Management
- Money Management/Tax Information
- Motivational/Inspiration
- Tracking Sheets/Contests