

Focus on Income Producing Activities!

(Directors will be given \$1 Choices Buck for every IPA. At the end of the year you will be able to cash your bucks in for gifts, travel or trips.

Name: _____ Month: _____ (last day to submit to Linda's office is the close of each production month —approx. 3rd)

One IPA for Each:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Totals	
Sales Meeting, Business Debut, Training, Conference Call or other event you conduct or attend.																																	
* Director conducts an Interview or Inventory w/ a personal or unit prospect.																																	
New Recruit Agreement (Personal or unit)																																	
(3 =1 IPA) Consultant Live Communication **																																	
(3 =1 IPA) Follow-up with Prospect ***																																	
Class (\$200/ 3 guests) Facial (\$100)																																	
NEW ! Basic Set Sold (cleanser/moisturizer)																																	
New Customer with any size purchase																																	
TOTAL IPA'S FOR THE DAY																																	

<p>Monthly Totals: _____ Qualified Classes _____ Basics _____ Total Sales for the month (1 IPA per \$100)</p>
<p>I IPA each: (1 IPA per item/Maximum 8 for the Month)</p>
<p>Newsletter, Birthday cards, Anniversary Cards, Thank you cards, Recognition cards, Welcome/Husband Letter, Email (6 out of 7 days), Intelliverse (6 out of 7 days)</p>
<p>1 Hour uninterrupted planning time each week. (2 IPAs per week– maximum of 8 for month)</p> <p>End result—Comprehensive To -do list, broken down into priority list of people, paper and delegation. Use this to create 6 most important list.</p> <p>Highlighted times in datebook when you plan to work. IPA chart worked in advance of each day.</p>
<p>* See instructions on page 2 Monthly IPA Total</p>

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***Director conducts an interview with a personal or unit prospect.** To qualify as an interview a discussion between the director and the prospect should be in-person or on the phone, the director gets to know the prospect with a series of questions that allows her to customize the opportunity to the prospect, an interview is concluded with a yes, no or maybe (I need more steps) answer.

****Consultant live communication is a coaching, teaching or caring conversation.** Can be in person or on the phone. Coaching /teaching/ caring regarding some aspect of this business such as inventory decision, business debut details, class or facial review, interview review, follow-up coaching, how to travel to seminar, pack for an event, what to wear and bring to an event, what to say to a prospect in the car on the way to an event, etc. Caring is simply caring,.....such as checking in regarding health, family, and or simple appreciation or celebration. All in person or on the phone conversations.

*****Follow-up with prospect.** This is a conversation either in person or on the phone with a unit or personal prospect. This may be a meeting follow-up, business debut follow-up, interview follow-up etc. This follow-up is for the purpose of providing another layer of recruiting information or getting a decision.