

- Order Rank Gifts
- Send welcome letters
- Publish Promos
- Daily Tasks

- Contact last month's OPV mbrs
- Make sure new mbrs are in groups
- Daily Tasks

- Contact all members going inactive
- Rank Map Update
- Daily Tasks

- Send notes to congratulate new ranks & 1st time enrollers
- Daily Tasks

- Send 5 thank you notes to ER members (record it)
- Daily Tasks

- Contact ER people to move their dates to before the 15th
- Daily Tasks

- VO Check – Money Missers & Unprocessed ER
- Daily Tasks

- Send out promotion reminder
- Daily Tasks

- Record last month's data (OGV, commission, etc)
- Daily Tasks

- Check last month's non-ER PV people & talk about ER & points
- Daily Tasks

- Send 5 thank you notes to non-ER members (record it)
- Daily Tasks

- Contact 5 people and ask them to host a class
- Daily Tasks

- VO Check – MM & ER
- Daily Tasks

- Schedule 2-6 classes for next month (2 before the 15th)
- Daily Tasks

- Write scripts for one or two new classes
- Daily Tasks

- Create invitations for next month's classes
- Daily Tasks

- Invite your warm market to next month's classes
- Daily Tasks

- Send invitations to locals
- Daily Tasks

- VO Check – MM & ER
- Daily Tasks

- Order books & supplies for next month
- Daily Tasks

- 28th Next month's goals
- VO Check – MM & ER
- Daily Tasks

- 29th Next month's goals
- VO Check – MM & ER
- Daily Tasks

- 30th Next month's goals
- VO Check – MM & ER
- Daily Tasks

- 31st Next month's goals
- VO Check – MM & ER
- Daily Tasks

Daily Tasks

- Care call
- Social Media posts – positive/education
- Check in on ER members close to next promo (100/190/250/300 PV)

Monthly Tasks

- Care club mailings
- Read a new business/personal development/product book
- Prune your Facebook groups

Daily Tasks

- Interact in Kingdom Business 10 minutes
- Interact in Kingdom Courtyard 10 minutes
- Interact with 10 non-member social media posts

As Needed

- Send out newsletters
- Vision Board
- Add new members to the courtyard
- Follow up with new members @ 10 days

Weekly Tasks

- Listen to a business or product podcast
- Contact 1 new person about YL
- Hand out blessings kit
- Share a product education on social media

REST

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Day Off For _____

This is my month for: _____

OGV Goal _____

Rank Goal _____

New Member Goal _____

Commission Goal _____

ER % Goal _____

Personal Signup Goal _____

Goal: _____

Goal: _____

Goal: _____