

# Brain Book

Start a "Daily" notebook for your own motivation & education. Purchase a 2 inch, three-ring notebook (you may want one with a zipper binder), wide-line filler paper, a highlighter pen, a paper hole punch, and 10 to 20 dividers. In your "Brain Book" put all the mailings from your director and any handouts you want to keep from meetings, according to subject matter. Below is a list of topics to use. You may think of other things you would like to add. **MUST BRING BOOK TO ALL MEETINGS!!! ALWAYS** take notes on wide line three ring notebook paper at Sales Meetings, training sessions, Career Conference, & Seminar. Use one page per subject -- then all you have to do when you get home is to "file" your notes in the correct division of your organization notebook! No more piles of notes or "wasted" time re-doing notes! What a time saver & frustration prevention! Now you will have at your fingertips ideas to use; dialogues to learn; inspirational materials for THIS Seminar year. A fresh, exciting up-to-date self-motivational tool. As a section of your notebook gets full, transfer the pages to a different notebook designated just for that subject i.e. "BOOKING", keeping the Brain Book for your most current information. Then whenever you need help, inspiration, or references you can go to your "library" of notebooks on each subject! Please, take to heart and use a new idea THIS WEEK that will put a sparkle in your eyes & a sizzle in your sales as you pursue your MK goals!

- ✓ DO IT NOW (6 most important things to do list)
- ✓ WEEKLY PLAN SHEET (to put addresses & directions on for classes from calendar)
- ✓ ACCOMPLISHMENT SHEETS (keep a pad in book handy)
- ✓ QUARTER SUMMARY
- ✓ RECRUIT PROSPECTS
- ✓ BOOKING PROSPECTS
- ✓ GOALS / UNIT PROMOTIONS / CONTESTS (use page protector or pocket divider to keep current Applause, Unit Newsletter, company contest & yearly monthly, weekly, daily goals)
- ✓ SALES MEETING NOTES (blank paper to take notes - always take notes on three ring paper - starting new page with new subject to file later)
- ✓ NOTE PAPER/STAMPS (use page protector or pocket divider to hold note paper, envelopes and stamps to use in car while waiting on children, doctors office, etc.)
- ✓ ADDRESSES (including Preferred Customer List)
- ✓ DELIVERIES
- ✓ SHOPPING (list items you need to pick up, for instance if you need curtains, put measurements in book, sizes, etc.)
- ✓ RECRUITING INFORMATION (use page protector or pocket divider to put agreements and recruiting information)
- ✓ BOOKING

Thanks to many Directors and Consultants for sharing their ideas! And, in this case, specifically thanks to, Paula Williams and Jo McKean.

Lynn Gleason - (651) 464-1080

- ✓ COACHING
- ✓ SELLING
- ✓ RECRUITING
- ✓ LEADERSHIP
- ✓ MOTIVATION / INSPIRATION

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