## How to fill out your P.O.P. Sheet... and why your P.O.P. Sheet is SOOO Vitally Important!

Instructions prepared for POP Sheet Version 6.0 Released on 10/10/12

So, you might be asking... What does "P.O.P." stand for anyways?!! P.O.P. stands for a <u>P</u>rogressive, <u>P</u>erfect <u>O</u>r <u>P</u>ower Start!

You achieve a **Progressive Start** when you hold 3 Full Circle Parties (Hostess and 5+ Guests per party) OR See 18 Faces within a calendar month! You achieve Perfect **Start** when you hold 5 Full Circle Parties (Hostess and 5+ Guests per party) OR See 30 Faces within a calendar month. You achieve a **Power Start** when you hold 10 Full Circle Parties (Hostess and 5+ Guests per party) OR see 60 Faces within a calendar month.

**P.O.P.ing is the key to make your business flourish and EXPLODE with Success!!** Our Top Sales Champions consistently P.O.P. every month... and <u>most months</u> are **POWER STARTS!** 

There are many Races and prizes that you can win by P.O.P.ing as well! Check out the details on Julianne's website (<u>www.JulianneNSD.com</u>) or ask your Director about these exciting races.

<u>Also, it's important you know that the main recognition at all National Area Events (Quarterly Hall of Fame, Summit, Area Night at Seminar, etc.) are based solely on POP Sheets.</u> So, you will want to MAKE SURE to turn your POP Sheet into your Director on time <u>EVERY MONTH</u> so you don't miss out!! If you don't turn your POP Sheets in... you won't get the prizes and recognition you truly deserve! Your Director will turn your POP Sheet into Julianne's office on your behalf. POP Sheets are due into Julianne's Office by the 7<sup>th</sup> of each month unless otherwise specified for a Special Event.

Julianne hosts a Quarterly Celebration for all those who P.O.P. (Power, Perfect or Progressive) all 3 months during the quarter and / or become a Star Consultant (New or Retail Replacement) during the Quarter. See the Party with a Purpose Consistency Club flyer for more details. (On <u>www.JulianneNSD.com</u>)



### You are gonna want all this "Bling" and Recognition!!

## Now let me show you HOW to fill out your P.O.P. Sheet!

Step 0: Each month, you want to save a new file to work in. First, open up the Master POP Sheet. Then, click "File" and select "Save As" and name your file for the month you are working on. Save it to a place on your computer where you normally save your Mary Kay business files. Now, close out the Master POP Sheet and open the file you just saved for the month you are working in. You are ready to begin! Also, remember that you need to save your file EVERY time you make additions. There is nothing worse then entering all of your data and forgetting to save your entries. SAVE...SAVE... SAVE! We recommend that you save often while working on your popsheet in case your computer freezes.

**Step 1:** Enter all your personal information (e.g. Name, Phone, Email Address, Home Address and Director's Name). Also, please enter your Start Date with Mary Kay.



Step 2: Enter the Month, Year and your appropriate Tax Rate. (Utah County: 6.6% Salt Lake County: 6.85%).

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**Step 3**: <u>*When*</u> you place your monthly order record the amount of Section 1 Wholesale product ordered as well as the amount of Section 2 Sales Aides. IF YOU LEAVE THESE SECTIONS BLANK, <u>WE WILL ASSUME NO ORDER WAS PLACED.</u>





**Step 4:** Now, enter the number of Existing Basic, Miracle **and Řepair Set** Customers you have in your Customer Base. As you sell Basics, Miracles and Repair Sets to New Customers, you will see your Reorder base grow!!

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**Step 5:** Finally, enter the number of Previous One Thousand Dollar Weeks (1K Weeks) you have achieved during this Seminar Year. As you achieve additional 1K weeks during the current month, they will automatically calculate here. At the end of the month, you can carry over your new YTD number to the next month.



### **Explanation for Columns on Page 1**

As a general rule, the columns and text boxes that you can and should fill out are WHITE. You are not able to alter the gray columns or text boxes. These automatically come filled out or self-populate as you update your POP sheet (they add up your totals, etc.)



**Column 1:** Enter Week Number (did you see your customer in week 1, week 2, etc...?). **Entering this information** is <u>very important</u>, as this is what makes the P.O.P. Sheet automatically add up your totals for the month. If the Week # is not entered for each line number, then the P.O.P. sheet will not calculate correctly.

Column 2: This column comes filled out and just shows how many faces you have seen

Column 3: Enter the Name of each guest (bold the name if she is the hostess of a Party)

**Column 4:** Enter the Guests Phone number (don't use hyphens or parenthesis to ensure you will be able to view the entire 10 digit number)

Column 5: Enter the Date that you "partied" with your guest,

**Column 6:** This column can only be **Party #**, **Facial**, or **Multi Facial** and there is a drop down menu to select your choice. If there was one guest... it is a facial. If there were 2-5 guests... it is a Group Facial, if there was a Hostess and 5 or more Guests... **"It's a PARTY!!!"** You want to make as many of your appointments parties as possible. **The goal is to WORK SMART, NOT HARD!!** 

**Column 7:** Here you list how many Basic skin care sets you sold. (Basic = cleanser + moisturizer + foundation, it can be Timewise, Classic, Velocity or the Men's line - obviously without the foundation) Also, remember to mark if a Rollup was sold with the Basic Set.

**Column 8** Enter how many Miracle Sets you sold this guest. You are striving for 12 Miracle Sets a month! Also, remember to mark if a Rollup was sold with the Miracle Set. (Special Note: Do <u>NOT</u> Mark the Basic <u>AND</u> Miracle columns when you sell a Miracle Set. Please just mark the Miracle Set box).

New in Version 6.

**Column 9:** Enter how many Repair Sets you sold this guest. You are striving for 12 Repair Sets a month! Also, remember to mark if a Rollup was sold with the Repair Set.

**Column 10**: Enter how many Roll-ups you sold this guest. **Generally speaking, when you sell a Rollup, a Basic Set,** Miracle Set or Repair is usually sold with it. Remember to also enter a "1" in the Basics, Miracle Set or Repair Set column to show the sell of what went inside the Rollup Bag. If you don't also enter that you sold a Basic,

Miracle or Repair Set, it means that you sold the Rollup by itself or with color cosmetics. Make sure you never assume that we know a Basic, Miracle or Repair Set was sold with a Rollup up. Make sure to mark it on your popsheet! You won't want to miss this opportunity to track your NEW Basic, Miracle and Repair Set Customers... the initial goal is 100 Basic Customers and then to build more and more with time!

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**Column 11:** Enter how much you sold each guest.

**Column 12:** Here you enter the amount of the Section 1 product given away. This does not include the quarterly Gift with Purchase since this is a Section 2 product. Did you offer them a free lipstick for coming to your Party, did you discount their product 10%? Or did you give out \$10 per guest for parties with 4-8 guests (\$40-\$80). Remember Hostess must have minimum of 4 guests and maximum of 8 guests under this Hostess Plan so you would be giving out \$40-\$80). This is where this type of give-away goes.

Column 13: This column calculates itself when you fill in columns 11 & 12

Column 14: Here you enter how much tax you collected from the guest.

**Column 15:** This calculates itself when you fill in column 14. It is also based on the Tax Percentage entered at the top of the POP Sheet (see arrow). You will need this information for tax purposes.

**Column 16:** This is where you enter the cost of any PCP or hostess gifts you gave this guest (if applicable). This is the Section 2 stuff that you give away.

**Column 17:** Did you ask them for a booking? Put an "A" for asked and an "N" for not asked.

**Column 18**: Here you list whether the guest booked a follow-up appointment. Put a "Y" if they did book a follow-up appointment (e.g. Party, Facial, Spa, etc.). Put an "N" if they did not book a follow-up appointment. Previously, you used to list how many appointments each person booked. This has been updated and now we just need to now if they booked a follow-up appointment with you or not.

**Column 19:** Here you list where you held the appointment. At the Training Center, Your Unit Meeting, Your Home, Your Hostess' Home, Work, etc.

**Column 20:** Was the marketing opportunity shared by either you or a Director? Enter "Y" for yes and "N" for no. Sharing the Business Opportunity is KEY in building a strong, vibrant business! This is how you recruit new Consultants onto your team!

**Column 21:** Who followed up with them within 24 – 48 hours? "C" Consultant "D" Director or "C/D" for Consultant & Director. **(The optimal best is that BOTH the Consultant and the Director follow up with each guest that has heard the opportunity.)** 



Column 22: Here you list what day your new recruit signed their consultant agreement.

**Column 23:** Indicate if this is your guest's first Mary Kay facial? "Y" for yes and "N" for no.

**Column 24:** Did you hold a Full Circle appointment with this guest? (Full circle = Share the Basic Skin Care, Attempt to Book a Future appt (e.g. Party) and Share the Business Opportunity). "Y" for yes and "N" for no.

**Column 25**: What is the next step? Do they need to be added to your PCP? Do they need to come to a practice interview? Do you need to do an orientation? HOPEFULLY the next step is to hold a Party as well!

**Column 26**: Here you will enter your base number of Existing Basic Customers, base number of Existing Miracle Set Customers and base number of Existing Repair Set Customers in the white boxes. As you sell more Basic, Miracle and Repair Sets during the month... your totals will automatically update throughout the month. These NEW Totals are the ones you will manually carry across to your next month's POP Sheet.

**Column 27**: You can now see how many 1K Weeks you are holding during the Seminar Year! First, enter the number of previous 1K Weeks you have achieved in the white box. As you continue to sell 1,000+ per week during the current month, your new totals will automatically calculate! You will then manually take the new total across to your next month's POP Sheet.

Lastly, take a moment to review the statistical information located across the bottom of the Page 1 of the POP Sheet. Here you can see vital information about your month as well as our National Area Goals!



#### Page 2

There are three main pages of the POP sheet. You can navigate between pages by using the tabs along the bottom.



The first page is explained in great detail on the previous pages. The second tab (called Reorders) allows you to record your reorders. It is filled out much the same way as the first sheet. The main differences are explained in the purple box on the second page but I do want to take a moment to point out a few things!



It is important that you manually enter your "Year-to-Date" information at the top portion of Page 2 so that the YTD calculations below work correctly. *Remember, the Mary Kay year goes from July*  $1 - June 30^{th}$  and so that is the way it needs to be recorded on your POP sheet.

You will notice that all of totals will show up week by week below the YTD information as well so you can easily see your sales each week. There is even a MONTHLY RECAP TOTALS box at the very bottom to see your monthly stats!



The last area I would like to point out on Page 2 is a Brand New Section that you are going to LOVE! You can now enter the number of Basics, Miracles Sets, Repair Sets and Rollups that you sell to your Reorder Customers. These totals will automatically calculate with the # of Sets you sell on Page 1 to ensure you are getting credit for ALL Sets Sold whether they are sold to New or Existing Customers. You asked for it ... and YOU GOT IT!!



### Page 3

This page allows you to record the gifts that you give away, the product that you personally use and the product that is sold to other consultants. This information is important for filing your taxes. How to use this sheet is explained in the yellow box to the right of the tracker



## How and When to Turn in your P.O.P. Sheet

You will want to fill your P.O.P. Sheet out as you go throughout the month selling Mary Kay. It's best to fill it out after each Party or facial so it's always up to date and you don't have to back track!! Also, remember to SAVE...SAVE your entries as you add them. There is nothing worse that pulling up a file and realizing that you've lost all of your additions.

**Remember our goal is to help you WORK SMARTER, NOT HARDER!** Paperwork get's away from YOU when YOU get away from staying on top of the Paperwork. Paperwork and good record keeping are part of running a SUCCESSFUL MONEY MAKING BUSINESS!! Congratulations! You are on your WAY!

Each week, you will want to print out a copy of your P.O.P. Sheet and take it to your Unit Meeting so your Director can help coach your efforts and answer any questions you might have.

At the end of the calendar month, you must turn your completed P.O.P. Sheet into your Director so that she can review it and turn it into Julianne Nagel's office (Your National Sales Director). Once it is received in Julianne's office, it will be recorded for the current P.O.P. Races, Recognition and upcoming events. Your statistics will then be placed on the various Leaderboards located on Julianne's website so keep an eye out for this **National Area Recognition! This website can be found at <u>www.juliannensd.com</u>** 

As a general rule, P.O.P. Sheets are due into Julianne's office by the 7<sup>th</sup> of each month. The only exception to this rule is when we have a special event and P.O.P. sheets must be collected early. However, you will want to get your month-end P.O.P. sheets into your Director several days before the deadline so that your Director has time

to review them before turning them into Julianne's office. Most Directors like to receive them by the 3<sup>rd</sup> or 4<sup>th</sup> of each month, unless otherwise instructed.

As you can see... your P.O.P. Sheet is vitally important to your success is so many ways! It also helps you track your progress and makes the preparation of your taxes a breeze! The P.O.P. Sheet is a tangible measurement of your activity and results! Your Director and NSD will also use your POP Sheet to review your efforts and help you make any adjustments needed to achieve the SUCCESS YOU DESIRE!! Plus, the P.O.P. sheet is the key to participating in the most of the National Area Races and getting recognized by your Director and National Sales Director at Unit Meetings and National Area Events.

You can view the Area Wide P.O.P. Races that are taking place by visiting Julianne's website at <u>www.JulianneNSD.com</u> or talking with your Director.



# Now...

Scroll down to the next page to check out the details of the Race that you automatically participate in when you turn in your P.O.P. Sheets!!

Julianne's Party with a Purpose Consistency Club and National Area Pin Contest





"Run For The Roses" Charm You will earn a Rare and Special" charm when you debut as a Director between July 1 and June 30!

Page 11

each month unless otherwise indicated for an event

Or Fax to: 1-801-610-2190 (Must dial 1+Area

Deadline