



MONTHLY PLANNER

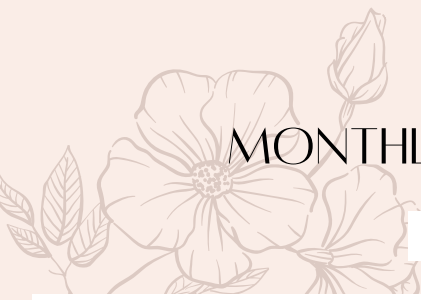
MONTH

MON	TUE	WED	THU	FRI	SAT	SUN

REMINDER

NOTES





MONTHLY EVENTS PLANNER

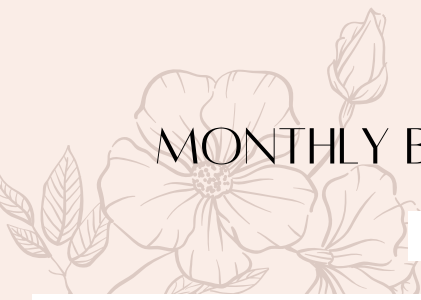
MONTH

MON	TUE	WED	THU	FRI	SAT	SUN

REMINDER

NOTES





MONTHLY BLOG TOPICS PLANNER

MONTH

MON	TUE	WED	THU	FRI	SAT	SUN

REMINDER

NOTES





MONTHLY SOCIAL MEDIA TOPICS PLANNER

MONTH

MON	TUE	WED	THU	FRI	SAT	SUN

REMINDER

NOTES



TO-DO CHECKLIST



TOP PRIORITIES:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

PROJECTS:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

ALL THE TO-DOS:

- | | |
|---|---|
| <input type="checkbox"/> CHECK WEEKLY UPDATES | <input type="checkbox"/> TEAM MEETING EVENT |
| <input type="checkbox"/> CHECK ALL CURRENT PROMOTIONS | <input type="checkbox"/> SET DATE & INVITE TEAM |
| <input type="checkbox"/> CHECK INVENTORY STATUS REPROT | <input type="checkbox"/> AGENDA |
| <input type="checkbox"/> DECIDE ON WHAT PROMOTIONS OR PRODUCTS TO FOCUS | <input type="checkbox"/> DELEGATE TASKS |
| <input type="checkbox"/> SET EVENT DATE ON CALENDAR | <input type="checkbox"/> SOCIAL MEDIA |
| <input type="checkbox"/> PLAN EVENT | <input type="checkbox"/> BLOG |
| <input type="checkbox"/> PROJECT | <input type="checkbox"/> VIDEO CREATION |
| <input type="checkbox"/> PRODUCTS | <input type="checkbox"/> PRODUCT SHOWCASE |
| <input type="checkbox"/> PRICING | <input type="checkbox"/> PODCAST |
| <input type="checkbox"/> PUBLICIZE | <input type="checkbox"/> GUEST SPEAKER |
| <input type="checkbox"/> ADD EVENT TO DBWS | <input type="checkbox"/> STAMPIN' UP! EVENT |
| <input type="checkbox"/> ADD EVENT TO BLOG/WEBSITE | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> ADD EVENT TO SOCIAL MEDIA | _____ |
| <input type="checkbox"/> ADD EVENT TO EMAIL/NEWSLETTER | _____ |
| <input type="checkbox"/> OTHER OPTIONS TO ADVERTISE | _____ |
| | _____ |

NOTES:





INCENTIVE TRIP TRACKER

EVERY YEAR, STAMPIN' UP! REWARDS THE ACHIEVEMENTS OF QUALIFYING DEMONSTRATORS WITH A FANTASTIC INCENTIVE TRIP.

TOTAL POINTS REQUIRED TO EARN THE INCENTIVE TRIP	40,000
SALES: POINTS PER CSV IN SALES	1
TEAM BUILDING: POINTS PER DIRECT-LEVEL QUALIFIED TEAM MEMBER*	1,500
LEADERSHIP: POINTS PER PERSONAL TITLE ADVANCEMENT	2,500
LEADERSHIP: POINTS PER DIRECT TEAM MEMBER TITLE ADVANCEMENT	1,500
*A QUALIFIED TEAM MEMBER IS A DEMONSTRATOR WHO HAS REACHED 900 CSV IN CTD SALES	

- 40,000
- 39,000
- 38,000
- 37,000
- 36,000
- 35,000
- 34,000
- 33,000
- 32,000
- 31,000
- 30,000
- 29,000
- 28,000
- 27,000
- 26,000
- 25,000
- 24,000
- 23,000
- 22,000
- 21,000
- 20,000
- 19,000
- 18,000
- 17,000
- 16,000
- 15,000
- 14,000
- 13,000
- 12,000
- 11,000
- 10,000
- 9,000
- 8,000
- 7,000
- 6,000
- 5,000
- 4,000
- 3,000
- 2,000
- 1,000

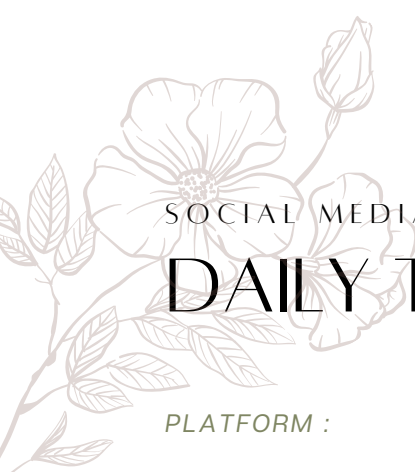
OCTOBER – DECEMBER GOALS _____

JANUARY – MARCH GOALS _____

APRIL – JUNE GOALS _____

JULY – SEPTEMBER GOALS _____





SOCIAL MEDIA PLANNER

DAILY TRACKER

PLATFORM :

- REPLY COMMENTS
- MONITOR AND RESPOND TO UNTAGGED BRAND MENTIONS
- SHARE NEW POSTS
- SHARE CUSTOMERS TESTIMONIALS
- UPLOAD STORY TO PROMOTE

M	T	W	T	F	S	S
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLATFORM :

- FINISH ANY OUTSTANDING TASKS
- FIND AND ENGAGE WITH POTENTIAL CUSTOMERS
- CREATE UNIQUE IMAGES
- LOAD YOUR SOCIAL MEDIA CONTENT CALENDAR
- CHECK YOUR COMPETITION
- CREATE ENGAGEMENT CONTENT
- UPDATE YOUR CALENDAR
- RUN YOUR SOCIAL MEDIA
- RUN A SOCIAL MEDIA AUDIT

M	T	W	T	F	S	S
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SOCIAL MEDIA PLANNER



☐ CREATE

☐ POST

TIME : _____

DAY : _____



☐ CREATE

☐ POST

TIME : _____

DAY : _____



☐ CREATE

☐ POST

TIME : _____

DAY : _____



☐ CREATE

☐ POST

TIME : _____

DAY : _____





SOCIAL MEDIA PLANNER



☐ CREATE

☐ POST

TIME : _____

DAY : _____



☐ CREATE

☐ POST

TIME : _____

DAY : _____



☐ CREATE

☐ POST

TIME : _____

DAY : _____

☐ CREATE

☐ POST

TIME : _____

DAY : _____





BLOG & SHARE

BLOG PLANNING

TOPICS, IDEAS, PRODUCTS/LINKS

TOPIC

POINTS TO SHARE

PRODUCTS & LINKS



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PROJECT PLANNER

PROJECT NAME :

DEADLINE / EVENT DATE:

COLORS:

HOW/WHERE TO MARKET

CLUB, SOCIAL MEDIA, BEGINNERS, ADVANCED, ETC.

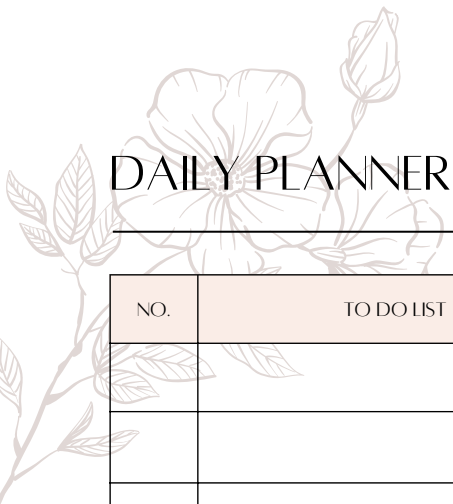
TUTORIAL
NOTES :

SCHEDULE

ITEM CODE	PRODUCT



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DAILY PLANNER

S - M - T - W - T - F - S

NO.	TO DO LIST

PRIORITIES

GOALS

NOTES





MONTHLY PLANNER

MONTHLY GOALS	
1.	2.
3.	4.
5.	6.

NO.	TO DO LIST

IMPORTANT NOTES





SHIPPING TRACKER

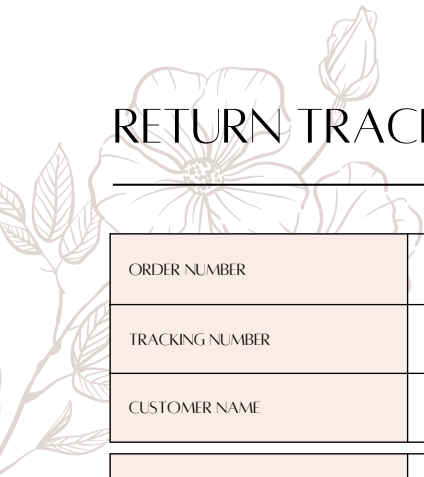
DATE :

CUSTOMER NAME		TRACKING NUMBER	
ORDER NO.		FEE	
ADDRESS		SHIPPING METHOD	
PHONE		SHIPPED	

CUSTOMER NAME		TRACKING NUMBER	
ORDER NO.		FEE	
ADDRESS		SHIPPING METHOD	
PHONE		SHIPPED	

CUSTOMER NAME		TRACKING NUMBER	
ORDER NO.		FEE	
ADDRESS		SHIPPING METHOD	
PHONE		SHIPPED	





RETURN TRACKER

DATE :

ORDER NUMBER	
TRACKING NUMBER	
CUSTOMER NAME	

RECEIVED		REFUNDED	
----------	--	----------	--

REASON	
--------	--

ORDER NUMBER	
TRACKING NUMBER	
CUSTOMER NAME	

RECEIVED		REFUNDED	
----------	--	----------	--

REASON	
--------	--



ORDER TRACKER

MONTH: _____

NO.	DESCRIPTION	QTY	CUSTOMER	TRACKING NO	SHIPPING DATE

NOTE



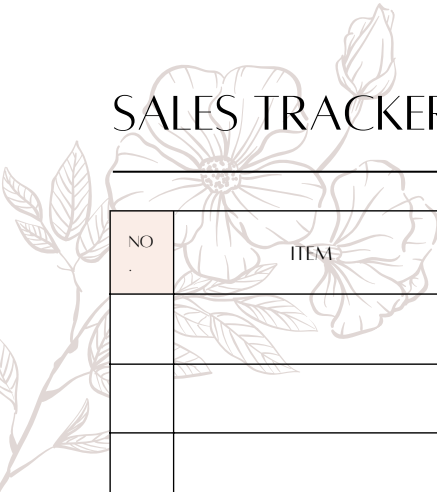
ADS TRACKER

MONTH: _____

NO.	START DATE	END DATE	PLATFORM	COST	REVENUE

NOTE





SALES TRACKER

MONTH: _____

NO	ITEM	PRICE	QTY	PROFIT

NOTE





GOAL ACTION PLANNER

GOAL _____

START DATE :

DUE DATE :

ACTIONS

OBSTACLES

IMPORTANT NOTES





TO DO LIST

TO DO LIST

TO DO LIST

IMPORTANT NOTES

IMPORTANT NOTES





BUSINESS BUDGET

MONTH:

MONTHLY INCOME	
PLANNED SPENDING	

ACTUAL SPENDING	
UNDER/OVER	

WEEK 1

EXPENSES	
PLANNED	
ACTUAL	

WEEK 1

EXPENSES	
PLANNED	
ACTUAL	

WEEK 1

EXPENSES	
PLANNED	
ACTUAL	

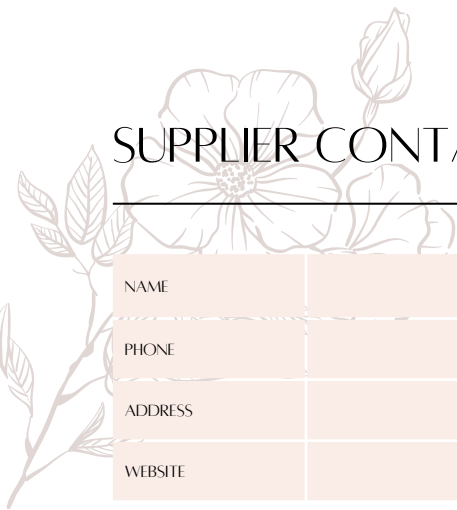
WEEK 1

EXPENSES	
PLANNED	
ACTUAL	

TOTAL

IMPORTANT NOTES





SUPPLIER CONTACT LIST

NAME		MINIMUM ORDER
PHONE		
ADDRESS		REVIEW
WEBSITE		★ ★ ★ ★ ★

NAME		MINIMUM ORDER
PHONE		
ADDRESS		REVIEW
WEBSITE		★ ★ ★ ★ ★

NAME		MINIMUM ORDER
PHONE		
ADDRESS		REVIEW
WEBSITE		★ ★ ★ ★ ★

NAME		MINIMUM ORDER
PHONE		
ADDRESS		REVIEW
WEBSITE		★ ★ ★ ★ ★





CONTACT LIST

NAME	
PHONE	
ADDRESS	
WEBSITE	

NAME	
PHONE	
ADDRESS	
WEBSITE	

NAME	
PHONE	
ADDRESS	
WEBSITE	

NAME	
PHONE	
ADDRESS	
WEBSITE	

NAME	
PHONE	
ADDRESS	
WEBSITE	

NAME	
PHONE	
ADDRESS	
WEBSITE	

NAME	
PHONE	
ADDRESS	
WEBSITE	

NAME	
PHONE	
ADDRESS	
WEBSITE	





NEW LEADS TRACKER

NAME	
PHONE	
EMAIL	
WHEN/WHERE	

NAME	
PHONE	
EMAIL	
WHEN/WHERE	

NAME	
PHONE	
EMAIL	
WHEN/WHERE	

NAME	
PHONE	
EMAIL	
WHEN/WHERE	

NAME	
PHONE	
EMAIL	
WHEN/WHERE	

NAME	
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EMAIL	
WHEN/WHERE	

NAME	
PHONE	
EMAIL	
WHEN/WHERE	

NAME	
PHONE	
EMAIL	
WHEN/WHERE	





TO-DO LIST

TOP PRIORITIES:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

APPOINTMENTS:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

TODAY'S TO-DO:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
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- ☐ _____
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- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

TOMORROW TO-DO:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
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- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NOTES:

DOODLE:



WEEKLY PLANNER

WEEK : 1

WEEKLY GOALS

NO.	TO DO LIST

ACHIEVEMENT

NOTES

MONTHLY PLANNER

MONTH : JUNE

MONTHLY GOALS	
1.	2.
3.	4
5.	6.

NO.	TO DO LIST

IMPORTANT NOTES

PROJECT PLANNER

PROJECT NAME :

DEADLINE :

MOOD & TONE :



GOALS :

STRATEGY : _____

SCHEDULE

DATE	ACTIVITY



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