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Current Month:

Consultant Info			
Name:		Phone:	Cell:
Current Rank:		Spouse:	Scheduled Call Day & Time:
Current Crown Club:	Current Month PV:		
<input type="checkbox"/> Fashion Fix	<input type="checkbox"/> Empower Me Pink	<input type="checkbox"/> Convention	Consultant ID:

Team Building							
New Personally Sponsored Enrollments Goal:							
New Enrollment Name	Enrollment Date	ID #	Kit Type	Est. Starter Kit Arrival	New Consultant Checklist Completed Date	Launch Party Date	Follow-Up Date
1.							
2.							
3.							
4.							
5.							
6.							

Parties / Sales					
Desired Retail Profit: \$ _____ ÷ 2.25 = _____ (# Of Pieces to Sell this Month)					Average Pieces Sold Per Party:
# Of Pieces to Sell this Month		Average Pieces Sold Per Party		Monthly Party Goal	
	# Of Home Parties	# Of Online Parties	# Of Other Parties	Total Pieces Sold	New Parties Booked
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					

Team Members I'm Working With								
Team Member Name & ID		Current Rank	Enrollment Goal / Actual		Pieces Goal / Actual		Parties Goal / Actual	
1.								
2.								
3.								
4.								
5.								
6.								

Notes



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## Leadership Worksheet Definitions & Tips

The Leadership Worksheet was developed for you to more efficiently assist your team in reaching their goals. Using each section of the sheet allows you to help your team define their goals and pinpoint specific actions that will spur success. It also gives you the chance to follow-up on the activities they've committed to, which builds a strong business relationship created through the power of accountability.

You should use a new sheet each month for every team member you are working with. Your best results will come from consistent effort. We suggest connecting formally with your team member at least weekly. This meeting should be held at the same time on the same day each week. Connect casually in between these formal meetings via text, email and social media. Use these more casual interactions to motivate them and recognize their efforts throughout the week.

### Consultant Info

This section is where you will track your team member's personal information. While most of the fields are self-explanatory, we have provided clarification on a few of the sections below:

**Call Day & Time:** Set a regular time on a certain day of the week for follow-up calls. Text or email a reminder the day before to allow your team member to gather their results from the prior week's activity.

**Fashion Fix:** Make sure your team member is enrolled in the Fashion Fix. If they are unsure of what the program is, or how it can benefit them, take the opportunity to explain.

**Empower Me Pink & Convention:** Help your team member understand the importance of attending Paparazzi events. Connecting with other Consultants, receiving training from the Paparazzi corporate team, and plugging into the big picture are just some of the many ways that events keep your team inspired, energized, and excited about their business.

### Team Building

This section will help you coach your team member in growing a team of their own. Start by helping them set a goal of how many new personally sponsored Consultants they would like to join their team this month. Then, work with them through the process of welcoming those new team members and setting them up for success.

**Welcome Call Date:** All new Consultants should be called by their Sponsor within 24 to 28 hours of their Starter Kit purchase.

**Estimated Starter Kit Arrival:** By knowing when their Starter Kit is expected to arrive, a Sponsor can help plan the new Consultant's Launch Party.

**New Consultant Checklist:** Write the date that the New Consultant Checklist was completed.

**Launch Party Date:** Knowing when the Launch Party for a new enrollment is going to be held will allow you to follow-up and see how the event went.

**Follow-Up Call Date:** This is the date that your personally sponsored team member followed-up on their new enrollment's Launch Party.

### Parties / Sales

Parties are the lifeblood of any successful Paparazzi business. Parties are where you find new team members, future Hostesses, and build a strong clientele. To determine how many parties your team member should throw within the month, begin by asking how much retail profit they want to bring home. The rest is just simple math!

Simply take their Desired Retail Profit and divide it by 2.25 (this is the profit made from each single piece of jewelry sold). This will give you the total number of pieces that need to be sold that month. Take that number and divide it by the average number of pieces sold per party and that will tell you how many parties need to be held that month to hit their retail profit goal.

Use the bottom portion of this section to track how many parties are held each week, the total number of pieces sold, and how many additional parties are booked.

### Team Members I'm Working With

As your personally sponsored team members begin to build teams of their own, you can use this section to track their new enrollments, those new enrollments' ranks, their enrollment goals, the number of pieces they're planning to sell, and how many parties they are planning on throwing. This information can help encourage your personally sponsored team member to duplicate the leadership techniques and behaviors that you have shared with them.