

Level 10

Getting Started Checklist First Month

Read this list and check off the items you have completed. You have one month to complete your list. When you are done, send it back to the person who gave it to you for further instructions.

PSA – Personal Shiny Appointment. This is like a home party where you show off the jewelry you have in stock and pass around a catalogue to view and take orders or cash and carry sales. This can be done on a small scale with one person at a time or on a larger scale with booking many people to come at the same time at a larger venue.

Week 1:

1. Read your welcome email.

2. Learn about the products OST offers (website Help Me FAQs, FB training group files section, FB training group daily tips).

3. Make a Facebook Page or Group. Start posting in it. Introduce yourself and let your future customers get to you know before you start trying to push products. Take polls and find out what their favorite type of jewelry is. Get to know your customer base before you commit to buying stock.

4. Print a catalogue

5. Invest in \$500 worth of OST Stainless Steel jewelry

6. Make 2 sales in your first week (until you have stock in your hands you will have to ask for support from your family and friends or local community).

Sale One

Sale Two

7. Recruit 2 new people in your first week.

Recruit One

Recruit Two

Week 2:

- ___ 1. Recruit 2 more people in your second week.
 - ___ Recruit Three
 - ___ Recruit Four
- ___ 2. Make 2 more sales in your second week.
 - ___ Sale Three
 - ___ Sale Four
- ___ 3. Start researching and planning PSAs and find local Trade Shows or Markets.
- ___ 4. Make 5 draw boxes and add your name to them and ask local businesses to put one on their counter for a couple of weeks.
- ___ 5. Read the Book a PSA file, rewrite it to suit your needs and practice it.
- ___ 6. Post in your Facebook Page or Group.

Week 3:

- ___ 1. Recruit 2 more people in your third week.
 - ___ Recruit Five
 - ___ Recruit Six
- ___ 2. Make 2 more sales in your third week.
 - ___ Sale Five
 - ___ Sale Six
- ___ 3. Book your first Trade Show or Market. Visit a dollar or craft store to find creative ways to decorate your table.
- ___ 4. Check your draw boxes for names and write them in a notebook to prepare for booking.
- ___ 5. Schedule your first Personal Shiny Appointments from Draw Box names. Start booking them using the Book a PSA script.
- ___ 6. When your jewelry arrives in the mail, take a video of you opening it and show it to your customers. Wear a couple of pieces everywhere you go.
- ___ 7. Post in your Facebook Group or Page.

Week 4:

___ 1. Recruit 2 more people in your fourth week.

___ Recruit Seven

___ Recruit Eight

___ 2. Make 2 more sales in your fourth week.

___ Sale Seven

___ Sale Eight

___ 3. Advertise your first Trade Show or Market in your Facebook Page or Group.

___ 4. Check your draw boxes again. Move draw boxes to a new location if they haven't gotten any names yet.

___ 5. Book more names from your draw boxes to come to your PSA.

___ 6. Organize your jewelry that has arrived and post pictures of you wearing it

___ 7. Motivate your team (hold meetings, bring them with you to events such as PSAs and Trade Shows, teach them what you have learned, work together, start a career building plan with them)