Take Control of Your Paperwork!

Paperwork. You can't grow your business while doing it, and yet you can't manage a business without it. For best results, get organized early in your business! Here are a few organizational tips from Consultants and Managers:

- Set aside a specific time each week for processing paperwork.
- Purchase a small cardboard shelving unit (you can find them in office supply stores) to organize your party planning materials. Keep your catalogs, order forms, tax charts, guest mailing lists, self-addressed stamped envelopes, monthly flyers and recruiting brochures in the slots. When preparing a Host Planning Guide, you just run down the slots and you're done!
- Create a folder or envelope for each party to hold all the paperwork related to that party.
- Process your party immediately upon returning home.
- Create a set of tabbed folders, or a tabbed notebook, for training information received at Unit Meetings, Rallies and training classes. Labels could include: Dating, Selling, Ordering, Planning, Recipes, Recruiting, Fund Raisers, Sales Bulletins.
- Log all customer, Host and recruit leads. Remember, names and phone numbers create future business!
- Create a set of table folders, or a notebook with pockets for business receipts and tax information. Operating your own business brings responsibilities such as keeping your own business expenses for income tax and self-employed purposes. As a self-employed person, of course, you are not covered by worker's compensation and will want to have enough insurance to protect yourself in case of illness or injury. For complete tax information for independent direct sellers, ask the IRS for Publication 911: Tax Information for Independent Direct Sellers.

EXAMPLES OF EXPENSES INCLUDE:

1. MILEAGE
2. BUSINESS PHONE/CELL PHONE BILLS
3. POSTAGE (STAMPS & SHIPPING ON YOUR PERSONAL ORDERS)
4. OFFICE SUPPLIES (PENS, FOLDERS ETC..)
5. NET ITEMS (BOUGHT ONLINE OR AT RALLY) CATALOG, FLYER, GADGETS)
6. COMPUTER STUFF (INK CATRIDGE, INTERNET FOR WEB PAGE)