BINDERIZE YOUR PAMPERED CHEF BUSINESS

It's easy, it's mobile and anyone can do it!

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I recommend 1½" binders. That will give you plenty of room to grow and it is not too large to manage.

BINDER #1- FUTURE CONTACTS (label the spine of the binder)
Purpose: Keeping track of leads, door prize slips, contacts, etc.
Materials-inexpensive: Binder, Tabs: 3 tabs plus Jan-Dec tabs, loose leaf paper
Materials-more expensive: Binder, 18 diagonal cut plastic pockets, post-it flags, loose leaf paper. *When using the more expensive method, place all 18 pockets into your binder. Beginning at the front, stick a flag on each pocket beginning with 1-10, 11-20, 21-31 and then January through December.*

This binder is a tickler file. The 3 blanks tabs are going to be used for the current month's contacts. Divide the month into thirds labeling the tabs as follows. 1-10; 11-20, 21-31. This allows you to keep better track of what you need to accomplish by using blocks of time rather than a daily tickler file. The Jan-Dec. tabs go behind the tickler tabs.

Each piece of paper is a contact. As you develop your list of 100, put the name, address, phone number, and email on a single sheet. This makes your rolling list of 100 very manageable and will get maximum results. I indicate on the top right corner what type of lead it is: K= cooking show, B= bridal shower, C=Catalog show, F = Fundraiser, R = recruit lead. It is possible that one lead could have multiple letters. If the lead is generated from a show or fair, use the door prize slip. Do not rewrite anything! Just tape or staple it on a piece of paper! Keep it simple. Write today's date and any notes. File the sheet in the proper month for future contact. If the lead is generated through your website or home office lead, just print it out and start making your notes.

As you are working through a month, be sure to make notes on every contact for every call you make, even if you leave a message. Keep moving the contacts through the system until they tell you no. The first of each month, take those leads from the current month in the back of the binder and move them to the current tickler file in the front, dividing your work load throughout the month based on the needs of the contact. For example if this is March and you have someone who wants to book a May show you might want to call them toward late March for the May bookings, so file that contact in the 21-31 tab.

This binder will allow you to keep track of those people who have life events that really want to work with you and your business but now is not the right time. Be sure to pick up some reinforcements for the holes as often the sheets look a little worn by the time they host their show. I often hear people tell me they are so glad I stuck with them and in the process I have build a relationship with them along the way. ***Remember the fortune is in the follow up!***

BINDER #2- REFERENCE (label the spine of the binder)
Purpose: to have everything you need at your fingertips
Materials: Binder, 5 tabs, plastic sleeves
This binder contains keeps me organized. Here is what is contains and the order is it set up

- Company provided consultant calendar if that is what you use.
- Tab #1 Reference: Home Office Phone List in a plastic sleeve (you can print this from consultant corner). Last three consultant newsletters. New one arrives, oldest one goes to trash can.
- Tab #2 Conferences & Meetings: Place all information here concerning area meetings, regional meetings, National Conference, and Leadership Conference.
- Tab #3 Personal Trip Tracking and all info concerning the current trip
- Tab #4 Sample supply order form (so when I place my online orders I order the correct product)
- Tab #5 Replacement parts order form & Paperwork Supply order form

BINDER #3 HOSTS (label the spine of the binder)
Purpose: Keep track of current and past hosts
Materials: Binder, Tabs A-Z,

Use the Host Coaching Checklist found in your Successful Business Binder. It is behind "Your and Your Host" tab, pages 4-5. It is also available online on Consultants Corner or on the printable materials CD provided to new consultants. File all current scheduled shows in the front of the binder in chronological order with the most current on the top. Keep all notes concerning the host on that sheet and attach the directions to her home from mapquest.com so that you may confirm any questions on the last call prior to the show and make notes.

Once the show is completed and submitted, make a copy of the **first page** of the Host Information Checklist. The original that has all your notes gets filed in the back of the host binder in the alphabetical order section. This will allow you to look up information (including the menu and directions) for a show for future reference and upcoming bookings. Very helpful, especially when you get a call asking what you prepared at "Sally's" show or you need directions in the same neighborhood or area. The copy that I made is now filed in the FUTURE binder, 10 months from the original show date. This is my reminder to contact my past host and invite her to host another show and keep her 10% off current and building that all important long term relationship.

Remember...There just isn't enough time for everything on our "to do" list - and there never will be. Successful people don't try to do everything. They learn to focus on the most important tasks and make sure they get done.