

Plan Your Calendar

WEEKLY

Choose the days that work for you to accomplish these suggested Income Producing Activities

- Build on your Winenot List: Add potential Hosts, Wine Club members, and nonprofits.
- Customer outreach: Contact those on your Winenot List.
- Customer care: Follow up after your events, send “thank you’s” for website orders.
- Check The Vine for ONEHOPE updates and information.
- Book Calls: Schedule events over the next 3 weeks.
- Hold Host coaching calls with your current Hosts.
- Schedule 2 Discovery Calls with potential CE leads.
- Build your brand: Schedule your social media posts for the following week.
 - Share on Facebook Live, IG Stories/Reel to personalize your business, highlight the impact you’ve been making, your team’s success, etc.
- Review your weekly planner and block out your Income Producing Activities for the week.
- Recap your productivity and accomplishments from the past week on your Goal Setting Worksheet.

MONTHLY

- At the start of the month, review the Month at a Glance document for specials and promotions to share! (Located in the Help Center/Index)
- Watch the monthly video announcement for updates.
- Plan your social media content for the next 30 days.
- Connect with your new team members and celebrate their successes.
- Schedule your calendar with events and reach-outs.

Let's get growing!

Use the Monthly Planner on the following pages to set your goals, track your progress, log customers and leads, and make schedules. You can always print out more of the following planner pages in Resources.