

GROUP 3

#1, 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1—January  Office & Warehouse closed	2 <ul style="list-style-type: none"> • FB post, Email and Text- Contest announcement– if you do one • Deliver #1 Catalogs 	3 <ul style="list-style-type: none"> • Text #1– catalog delivery follow up for mailed catalogs • Deliver #1 Catalogs 	4 <ul style="list-style-type: none"> • Deliver #1 Catalogs 	5 <ul style="list-style-type: none"> • Deliver #1 Catalogs 	6
7	8 <ul style="list-style-type: none"> • FB Post - • #1 Email • Update email from office • RSM FB LIVE—1 PM • Call customers for 15-30 min 	9 <ul style="list-style-type: none"> • FB Post - • Call customers for 15-30 min 	10 <ul style="list-style-type: none"> • FB Post - • Text #2– Don't miss out • Call customers for 15-30 min 	11 <ul style="list-style-type: none"> • FB Post- • Contact customers by text, email, & phone before the weekend • Call customers for 15-30 min 	12 <ul style="list-style-type: none"> • FB Post- • #2 Email • Call customers for 15-30 min 	13 <ul style="list-style-type: none"> • FB Post-
14	15 <ul style="list-style-type: none"> • Order Day! • FB Post- • Text #3- Orders in by midnight! • Address Update Deadline for #3, 2024 Catalog Mailings • Finish calling all customers 	16 <ul style="list-style-type: none"> • FB Post– Thank you for ordering / Announce contest winners • Apply for Reach App reimbursement on dashboard hotlink 	17 <ul style="list-style-type: none"> • Check Email / text for Delivery Schedule 	18 	19 <ul style="list-style-type: none"> • Order Payments Processed • Check Declined Orders after 5pm! 	20
21	22 <ul style="list-style-type: none"> • Commission available • Print Invoices • Delivery- Group 3 	23 <ul style="list-style-type: none"> • Delivery- Group 3 	24 <ul style="list-style-type: none"> • Delivery- Group 3 	25 <ul style="list-style-type: none"> • Delivery- Group 3 	26 <ul style="list-style-type: none"> • Flex Friday with Josh—11 AM • Contact Office within 48 hours with any delivery issues • Delivery- Group 3 	27
28	29 	30 <ul style="list-style-type: none"> • FB post, Email and Text- Contest announcement– if you do one • Deliver #2 Catalogs 	31 <ul style="list-style-type: none"> • Text #1– catalog delivery follow up for mailed catalogs • Deliver #2 Catalogs 	1—February <ul style="list-style-type: none"> • Deliver #2 Catalogs 	2 <ul style="list-style-type: none"> • Deliver #2 Catalogs 	3