

# GROUP 4

# #1, 2024

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