


GROUP 1

#2, 2024

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