


# GROUP 2

# #3, 2024

| SUNDAY   | MONDAY   | TUESDAY  | WEDNESDAY  | THURSDAY  | FRIDAY   | SATURDAY  |
|--|--|--|--|---|--|---|
| 18   | 19   | 20   | 21   | 22  | 23   | 24  |
|  | <ul style="list-style-type: none"> <li>• Deliver #3 Catalogs</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>FB post, Email and Text-</b> Contest announcement– if you do one</li> <li>• Deliver #3 Catalogs</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Text #1</b>– catalog delivery follow up for mailed catalogs</li> <li>• Deliver #3 Catalogs</li> </ul>      | <ul style="list-style-type: none"> <li>• Deliver #3 Catalogs</li> </ul>   | <ul style="list-style-type: none"> <li>• Deliver #3 Catalogs</li> </ul>  |   |
| 25   | 26   | 27   | 28   | 29  | 1—March  | 2   |
|  | <ul style="list-style-type: none"> <li>• <b>FB Post-</b></li> <li>• NET 10 money due</li> <li>• <b>#1 Email</b></li> <li>• Update email from office</li> <li>• Call customers for 15-30 min</li> </ul>                       | <ul style="list-style-type: none"> <li>• <b>FB Post -</b></li> <li>• Call customers for 15-30 min</li> </ul>   | <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> | <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> | <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>   | <ul style="list-style-type: none"> <li>• <b>FB Post-</b></li> </ul> |
| 3  | 4  | 5  | 6  | 7   | 8  | 9   |
|  | <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>                                   | <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> | <ul style="list-style-type: none"> <li>• Check Email / text for Delivery Schedule</li> </ul>   |   | <ul style="list-style-type: none"> <li>• Order Payments Processed</li> <li>• Check Declined Orders after 5pm!</li> </ul>                 |   |
| 10   | 11   | 12   | 13   | 14  | 15   | 16  |
|  | <ul style="list-style-type: none"> <li>• Commission available</li> <li>• Print Invoices</li> <li>• RSM FB LIVE—1 PM</li> <li>• Address Update Deadline for #5, 2024 Catalog Mailings</li> <li>• Delivery- Group 2</li> </ul> | <ul style="list-style-type: none"> <li>• Delivery- Group 2</li> </ul>  | <ul style="list-style-type: none"> <li>• Delivery- Group 2</li> </ul>  | <ul style="list-style-type: none"> <li>• Delivery- Group 2</li> </ul>   | <ul style="list-style-type: none"> <li>• Contact Office within 48 hours with any delivery issues</li> <li>• Delivery- Group 2</li> </ul> |   |
| 17   | 18   | 19   | 20   | 21  | 22   | 23  |
|  | <ul style="list-style-type: none"> <li>• Deliver #4 Catalogs</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>FB post, Email and Text-</b> Contest announcement– if you do one</li> <li>• Deliver #4 Catalogs</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Text #1</b>– catalog delivery follow up for mailed catalogs</li> <li>• Deliver #4 Catalogs</li> </ul>      | <ul style="list-style-type: none"> <li>• Deliver #4 Catalogs</li> </ul>   | <ul style="list-style-type: none"> <li>• Flex Friday with Josh—11 AM</li> <li>• Deliver #4 Catalogs</li> </ul>                           |   |