

# GROUP 2

# #5, 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14	15	16	17	18	19	20
	<ul style="list-style-type: none"> <li>• Deliver #5 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>• Catalog #5 prices active</li> <li>• Deliver #5 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Text #1</b>– catalog delivery follow up for mailed catalogs</li> <li>• Deliver #5 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver #5 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver #5 Catalogs</li> </ul>	
21	22	23	24	25	26	27
	<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>
28	29	30	1—May	2	3	4
	<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>	
5	6	7	8	9	10	11
	<ul style="list-style-type: none"> <li>• Commission available</li> <li>• Print Invoices</li> <li>• Address Update Deadline for #7, 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>	
12	13	14	15	16	17	18
	<ul style="list-style-type: none"> <li>• RSM FB LIVE—1 PM</li> <li>• Deliver #6 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>• Catalog #6 prices active</li> <li>• Deliver #6 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Text #1</b>– catalog delivery follow up for mailed catalogs</li> <li>• Deliver #6 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver #6 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• Flex Friday with Josh—11 AM</li> <li>• Deliver #6 Catalogs</li> </ul>	