


# GROUP 4

Order Deadline is now on Sunday!

# #2, 2025

| SUNDAY  | MONDAY  | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY  | SAT.    |
|---|---|--|-----------|----------|---|---------|
| 2—February  | 3<br><ul style="list-style-type: none"> <li>• Get catalogs to customers this week</li> </ul>  | 4  | 5         | 6        | 7   | 8       |
| 9   | 10<br><ul style="list-style-type: none"> <li>• <b>NET 10 money due</b></li> <li>• Do reminders this week by FB post, email, text, and/or phone call</li> <li>• Address Update Deadline for #4, 2025 Catalog Mailings</li> </ul> | 11<br><ul style="list-style-type: none"> <li>• RSM FB LIVE—1 PM</li> </ul>                         | 12        | 13       | 14<br>   | 15      |
| 16<br><ul style="list-style-type: none"> <li>• <b>Order Day!</b></li> <li>• Do final reminders</li> </ul> | 17<br><ul style="list-style-type: none"> <li>• Catalog #3 prices active</li> </ul>  | 18<br><ul style="list-style-type: none"> <li>• Check Email / text for Delivery Schedule</li> </ul> | 19        | 20       | 21<br><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> | 22      |
| 23  | 24<br><ul style="list-style-type: none"> <li>• Commission available</li> <li>• Print Invoices</li> <li>• Order delivery week</li> </ul>   | 25   | 26        | 27       | 28<br><ul style="list-style-type: none"> <li>• Contact Office with any order issues</li> </ul>  | 1—March |
| 2   | 3<br><ul style="list-style-type: none"> <li>• Get catalogs to customers this week</li> </ul>  | 4  | 5         | 6        | 7   | 8       |