



My Momentum BUSINESS TRACKER

PLAN · TRACK · GROW

NAME

SEASON / QUARTER

My *Dream* Board!

CREATING THE LIFE OF MY DREAMS.

Launch Checklist

GET EVERY NEW START OFF ON SOLID FOOTING

1 • Set Up

Website / storefront is live.
Payment processing is connected.
Profile photo & bio are complete.

2 • Inventory

Starting inventory or sample decision made.
Order placed and confirmed.

3 • Training

Orientation / onboarding modules complete.
Systems & tools walkthrough done.

4 • Kickoff

Launch event or debut is scheduled or held.
Announcement posted.

5 • Practice Runs

3 practice appointments / parties observed or held for training reps.

Milestone Rewards

Track each incentive or reward tier as it's earned below.

PROGRESS LOG

NEW TEAM MEMBER	1	2	3	4	5	REWARD A	REWARD B	REWARD C	NOTES

NOTES

Team *Roster*

KEEP EVERY TEAMMATE'S INFO IN ONE PLACE

Consultant:

CONSULTANT NUMBER	MONTH	PHONE #	LAST ORDER DATE	ANNIVERSARY DATE	ADDRESS / NOTES
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				

Consultant:

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	2.				
	3.				
	4.				
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	2.				
	3.				
	4.				
	5.				
	6.				

30 Connections *in 30 Days*

CONSISTENCY COMPOUNDS — ONE FACE AT A TIME

#	DATE / NAME	REFERRALS	SALES	FOLLOW-UP BOOKED	APPT. SCHEDULED
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
Totals					

NOTES

Daily *Focus*

DATE: _____

Morning Ritual (SAVERS)

- ☐ Wake Time: _____ Quiet Time: _____
- ☐ Affirmation: _____
- ☐ Visualization: _____
- ☐ Reading: _____
- ☐ Journaling: _____

Calls / Texts / Follow-Ups

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Power Hour

- ☐ :00-:15 _____
- ☐ :15-:30 _____
- ☐ :30-:45 _____
- ☐ :45-:60 _____

Self-Care

- ☐ Ate a real breakfast
- ☐ Took vitamins / supplements
- ☐ Moved my body today
- Water ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Top 6 Priorities

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____
- ☐ 4. _____
- ☐ 5. _____
- ☐ 6. _____

Evening Close-Out

- ☐ Tomorrow's top 6 planned
- ☐ Wins today: _____
- ☐ Grateful for: _____
- Bedtime _____

52631 Weekly Action Plan

5 LEADS / DAY	2 BOOKINGS / DAY	3 INTERVIEWS / WK	\$600 SALES / WK	1 WAS / WK
☐ ☐ ☐ ☐ ☐ ☐	☐ ☐	☐ ☐ ☐	\$ _____	☐

Weekly *Schedule*

WEEK OF: _____ | MONDAY – WEDNESDAY

Monday		Tuesday		Wednesday	
7:00 AM		7:00 AM		7:00 AM	
7:30 AM		7:30 AM		7:30 AM	
8:00 AM		8:00 AM		8:00 AM	
8:30 AM		8:30 AM		8:30 AM	
9:00 AM		9:00 AM		9:00 AM	
9:30 AM		9:30 AM		9:30 AM	
10:00 AM		10:00 AM		10:00 AM	
10:30 AM		10:30 AM		10:30 AM	
11:00 AM		11:00 AM		11:00 AM	
11:30 AM		11:30 AM		11:30 AM	
12:00 PM		12:00 PM		12:00 PM	
12:30 PM		12:30 PM		12:30 PM	
1:00 PM		1:00 PM		1:00 PM	
1:30 PM		1:30 PM		1:30 PM	
2:00 PM		2:00 PM		2:00 PM	
2:30 PM		2:30 PM		2:30 PM	
3:00 PM		3:00 PM		3:00 PM	
3:30 PM		3:30 PM		3:30 PM	
4:00 PM		4:00 PM		4:00 PM	
4:30 PM		4:30 PM		4:30 PM	
5:00 PM		5:00 PM		5:00 PM	
5:30 PM		5:30 PM		5:30 PM	
6:00 PM		6:00 PM		6:00 PM	
6:30 PM		6:30 PM		6:30 PM	
7:00 PM		7:00 PM		7:00 PM	
7:30 PM		7:30 PM		7:30 PM	
8:00 PM		8:00 PM		8:00 PM	

Weekly *Schedule*

WEEK OF: _____ | THURSDAY – SUNDAY

Thursday		Friday		Saturday (10-4)		Sunday	
7:00 AM		7:00 AM		10:00 AM			
7:30 AM		7:30 AM		10:30 AM			
8:00 AM		8:00 AM		11:00 AM			
8:30 AM		8:30 AM		11:30 AM			
9:00 AM		9:00 AM		12:00 PM			
9:30 AM		9:30 AM		12:30 PM			
10:00 AM		10:00 AM		1:00 PM			
10:30 AM		10:30 AM		1:30 PM			
11:00 AM		11:00 AM		2:00 PM			
11:30 AM		11:30 AM		2:30 PM			
12:00 PM		12:00 PM		3:00 PM			
12:30 PM		12:30 PM		3:30 PM			
1:00 PM		1:00 PM		4:00 PM			
1:30 PM		1:30 PM					
2:00 PM		2:00 PM					
2:30 PM		2:30 PM					
3:00 PM		3:00 PM					
3:30 PM		3:30 PM					
4:00 PM		4:00 PM					
4:30 PM		4:30 PM					
5:00 PM		5:00 PM					
5:30 PM		5:30 PM					
6:00 PM		6:00 PM					
6:30 PM		6:30 PM					
7:00 PM		7:00 PM					
7:30 PM		7:30 PM					
8:00 PM		8:00 PM					

Weekly *Recap*

AWARENESS FIRST. THEN ACTION. 20 HONEST MINUTES.

Three Wins This Week

1. _____
2. _____
3. _____

What Worked

- What actually moved my business forward?

- Where did I keep promises to myself?

What Didn't

- What kept me busy but produced nothing?

- Where did I let myself down — what will I do differently?

The Honest Gut-Check

- What did I avoid this week because of fear?

- What story am I telling myself — and is it actually true?

- What do I need to let go of?

- If I stopped overthinking and just took action — what's my next step?

Next Week: Top 3 Priorities

- ☐ 1. _____ Scheduled ☐
- ☐ 2. _____ Scheduled ☐
- ☐ 3. _____ Scheduled ☐

What would make next week feel successful?

Weekly Scorecard

RETAIL SALES	ORDERS	CUSTOMER CONVERSATIONS	FACIALS / APPTS	NEW BOOKINGS	RECRUITING CONVERSATIONS	NEW TEAM MEMBERS	FOLLOW-UPS COMPLETED	SOCIAL POSTS
\$								
☐ 5x5 on Friday ☐ Booking Blitz / Phone Time								

If I repeated this exact week for the next 12 months, would I reach the Mary Kay business and life I want?

- ☐ Yes ☐ No — If not, what's the one thing I'll change next week?

Quarterly Vision & *Reflection*

QUARTER: _____ | VISION · ACTION · REFLECTION

My Theme

One Word: Focus:

At quarter's end I want to say:

My Top 3 Quarterly Goals

1. _____
2. _____
3. _____

MONTHLY MILESTONES

MONTH	MY #1 FOCUS	KEY BENCHMARK
Month 1		
Month 2		
Month 3		

Success Habits — the behaviors that create results

- ☐ Customer conversations
 ☐ Follow-ups
 ☐ Booking appointments
 ☐ Sharing the opportunity
☐ Personal development
 ☐ Recognition & gratitude
 ☐ Self-care

CEO Reflection

What's working?

What's not working?

What do I stop doing?

Where am I overthinking instead of acting?

What makes this my best quarter yet?

Growth Check

This quarter I want to become someone who...

- ☐ Consistent
 ☐ Confident
 ☐ Fast action
☐ Courageous
 ☐ Deeper relationships
 ☐ Finishes what I start

Looking Ahead

Next quarter's top 3 priorities:

1. _____ 2. _____ 3. _____

If I keep doing exactly what I'm doing today, will I be proud of where my business is 90 days from now? ☐ Yes ☐ No

If not — what's one courageous action I need to take this week?

Monthly *Check-In*

MONTH: _____ | DO THIS AT THE END OF EVERY MONTH

- Am I on track for my quarterly goal?

☐ Yes ☐ No ☐ Partly

- What's creating the most results?

- What should I stop doing?

- Who needs encouragement?

- What am I celebrating?

- What one change will make next month even better?

NOTES

Project *Planner*

PROJECT: _____ | DEADLINE: _____

Who & How Long

Assigned To: _____

Estimated Time: _____

Quick Check

Vital to growing my business? ☐ Yes ☐ No

Is this a ☐ Need or a ☐ Want?

End Result — what does “done” actually look like?

Why this matters: _____

Big Ideas — what could make this even better?

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Support

Who else can help me? _____

What could slow me down? _____

How will I work through it? _____

ACTION PLAN

#	ACTION STEP	PRIORITY	START	FINISH	DONE	NOTES / BLOCKERS
1						
2						
3						
4						
5						
6						
7						

NOTES

Notes & *Brain Dump*

CAPTURE IT NOW, SORT IT LATER