

END-OF-MONTH CHECKLIST

It's nearly the last day of the month. Let's finish strong and wrap up any loose ends! 🙌

Double check your organization in the VO and make sure:

✓ That YOU have at least 100CV as an Associate, Star, Senior Star or Executive, or that you have 100PV as a Silver+.

Remember: *CV is a combination of your own order and your Level 1 Customers. Double check the VO to make sure it says "yes" for the "commission qualified" column.*

✓ That all your Brand Partners have qualified with their 100CV or 100PV orders

✓ That all your people close to rank know how close they are. 🙌 As their upline, your job/gift to them is to run with them! Although their own success is their responsibility, as a good leader, you should have a pulse on your people's OGV and qualification details - ESPECIALLY your frontline leaders!

✓ That all Loyalty Rewards orders have successfully processed (including your OWN!). Touch base with anyone whose order did not process - it's typically just an expired credit card. If they need help, get on Chat for them or email it in before 11:59pm MT on the 30th for it to count for June. Contact your closest Diamond if you run into any snags.

✓ If a member enrolled a new member this month, make sure they are listed as a Brand Partner with 100CV, so they will qualify to get paid! It's also helpful to make sure they have direct deposit set up.

✓ All sponsorship changes are submitted for the month in order to count for this month's rank qualifications. (Remember, we have 30 days, and you can email it to resolutions@youngliving.com before 11:59MT to count for the month!!)

✓ If you're ranking at Executive or higher, double check your qualifying numbers (legs, OGV, PGV, etc.)

✓ Silvers and above: Check that PGV to make sure it's 1000!!

✓ Enrollers: make sure to recognize and give a shout out in The Common Scents Community and/or On the Rise Messenger chat to rank advancements, first-time enrollers, and/or other accomplishments or "wins." We want to celebrate your people!

✓ Make sure all your other customer service issues are tidied up in plenty of time before month-end.

✓ That you've contacted all your new enrollments about any fun promos you're running.

✓ Fill out your monthly tracker for this month + start planning for next month! Printable tracker here: https://drive.google.com/file/d/1dK44A6DGiSnx79oRCRk1IjH8sBI1_dzR/view?usp=sharing