



MONTH END CHECKLIST

The last week of every month is the time to tally your team's scoreboard: check your stats, celebrate your wins, and identify team members who need extra support to achieve their sales goals.

Visit your **Dashboard > My Team > Team Reports** in My Office or in the My Office App to find your stats for the following:

PREFERRED REWARDS

Stay on top of any Preferred Client Rewards that are available to your Preferred Clients. Make sure you keep your direct Preferred Clients engaged and purchasing products to capture all of your PQV. Change the View dropdown to Preferred Client Renewals and Rewards to check which of your Preferred Clients has a reward to use.

PROMOTION & AWARD BOOSTERS

See who's on track to earn perks or awards by viewing My Team > Promotion & Award Boosters.

RENEWALS

Check that everyone on your team who are active and due to renew are aware and up-to-date.

Change the View dropdown to Consultant Renewals and click the Search button. Under the column Months Left to Renew, if it says GRACE or LAST, you should reach out to those Independent Consultants to remind them that their Renewals are due.

ACHIEVER AWARDS

Help your team focus on achieving their awards by checking their Central Volume and New Sign-Ups with 150 PQV.

DM Award = Central District 5,000 QV and 5 new Preferred Clients and/or Independent Consultants with at least 150 PQV in their Start Month

AM Award = Central Area 20,000 QV and 10 new Preferred Clients and/or Independent Consultants with at least 150 PQV in their Start Month

QUALIFICATIONS & PROMOTIONS

Make sure the Independent Consultants on your team know sales volume is required to promote.

Change the View dropdown to In-Qualification and view the current month period. Use the gray circle with the white arrow in the Business Details column to bring up each Independent Consultant's history, so that you can view sales volume results for the past three months.

150 PQV

Personal Qualifying Volume (PQV) is qualifying volume an Independent Consultant achieved through the sales to their Clients and Preferred Clients and sales under their own Arbonne ID.

Have all the Independent Consultants on your team accumulated at least 150 PQV for the month? They need this sales volume in order to receive any overrides and incentives they earned, to participate in any of Arbonne's award programs, and promote to a new level in the Compensation Plan.

MONTHLY PROMOTIONS

Recognize your team's success each month. Change the View dropdown to Promotions and view the prior month's period to see the promotions as of the 1st of the current month.

Example: If you want to view June 1, 2020 promotions, change the period to May 2020.

PERFORMANCE ACCOUNT/YEARLY QV LIMIT

The Current Month Central QV Maintenance (+/-) is the real-time amount that is being removed or added to your Total PA Balance. Your Total PA Balance must be a positive number by the end of the month to remain at your pay title; however, you must also not run out of your remaining Yearly QV Limit. This number is not in real-time, so you need to check the amount being deducted under Current Month Central QV Maintenance (+/-) to make sure it is not greater than your remaining Yearly QV Limit.

Tip: If your team is meeting their paid-as title maintenance, QV will not be deducted from their PA or Yearly QV Limit.

A typical Arbonne Independent Consultant (AIC) in the United States earned between \$120-\$502 in 2019 in earnings and commissions. The VP Success Award is available at the VP level; less than 2% of the AICs achieve this award. Please see earnings.arbonne.com. The results featured are not typical. Actual results will vary depending upon individual effort, time, skills, and resources. Arbonne makes no guarantees regarding earnings.

