

99 Things an AM can do!

1. PDI Team
2. PDI a dying rep
3. PDI a key rep
4. Find Hot News from the team
5. Call PRs
6. Call iApps
7. Phone Time
8. Find out how many demos set
9. PC a new rep
10. PC an old rep
11. Create a chicken list with a rep
12. Create a goal sheet with a rep
13. Promote upcoming event
14. Sign up reps for Field Training
15. Send an appreciation text
16. Call Training no shows
17. Reminder calls for training
18. Reminder calls for interview
19. Find Hot News from Division
20. PDI
21. Box old Samples
22. Take out Trash
23. Take notes on a VC.com talk
24. Pass out Flyer
25. Put up Posters
26. Organize Team Night Out
27. Create hype for team meetings
28. Bring the receptionist water
29. Clean Office
30. Help With Call Backs
31. Demo Check reps
32. Update WebPDI
33. Hold Manager accountable
34. Write a talk for team meeting
35. Prepare Newsletters
36. Update Field Training Board
37. Update Top 10 Board
38. Write a talk for Division Mtg
39. 2nd man Interview
40. 2nd man training
41. Do Appreciation PDI
42. Create theme for a Team Mtg
43. Sell Conference Orders for reps
44. Do a Goal Setting PC
45. Plan a Push Period
46. Push PC with Rep
47. Organize supply closet
48. Count sample kits
49. Run an interview
50. Create an interviewRun AT1
51. Run AT2
52. Write a workshop
53. Run a workshop
54. Cutting Clinic with reps
55. Drive attendance to next event
56. Ship old Sample Kits
57. Fix Problem Orders
58. Paychecks review PC
59. Teach reps ROLO
60. POZ PATROL
61. Check UPS Labels
62. Check Fast Start Prizes
63. Organize Interview room
64. Tell Receptionist Thank You
65. Check VL Stats
66. KNOW THE NUMBERS
67. Call Old Customers
68. Organize Flyer Team
69. Do phone time with a rep
70. Go on a demo with rep
71. Day 1 PDI
72. Day 2 PDI
73. Sign up reps for conference
74. Sign up reps for PCs w/DM
75. Sign up reps for Team Night
76. Make sure DM is eating
77. Cut Rope & Leather
78. Clean white board
79. Make copies
80. Sign up reps on Direct Deposit
81. Fast Start Sheets w/reps
82. Enter Base Pays
83. Return Base Pays sheets to reps
84. Friend reps on FB
85. Post CONGRATS on FB
86. Post THANK YOU on FB
87. Friend 10 students on FB
88. Post inspiration on FB
89. Run Make Up AT1
90. Create CPO
91. Generate More Demos
92. Make personal PUSH plan
93. Write a Wrap Up talk
94. Help rep organize sample kit
95. Teach rep how to share goals
96. Help rep learn Rec Approach
97. Help rep plan the week
98. Practice CLOSING
99. Plan every hour for next 5 days