



Store Manager's Organizer/Planner Assembly Instructions

Congratulations on the purchase of your new and completely revised 2010 Store Manager's Organizer/Planner.

Your Organizer/Planner contains 114 pages, printed front and back. Printing and assembly is a lot simpler than it may appear. Follow these instructions for trouble free printing and assembly of your 2010 Store Manager's Organizer/Planner.

Print 52 pages as follows:

On the front: Key Performance Indicators

On the back: To Do List W1

Print 48 pages as follows:

On the front: To Do List W 2

On the back: Sales & Appointments

Print 1 of each of the following:

| On the Front | On the Back |
|---------------------------|---|
| Cover | Store Data |
| Employee Roster P/T | Sales & Appointments |
| To Do List W2 | Sales Performance Q1 |
| Recruiting Q1 | Sales & Appointments |
| To Do List W2 | Sales Performance Q2 |
| Recruiting Q2 | Marketing/Promotions Record 1 st Half |
| Quotes | Sales & Appointments |
| To Do List W2 | Sales Performance Q3 |
| Recruiting Q3 | Sales & Appointments |
| To Do List W2 | Sales Performance Q4 |
| Recruiting Q4 | Marketing/Promotions Record 2 nd Half |
| 3 Year Sales History | Contacts |
| Staff Contact Information | 2009 Calendar |
| 2010 Calendar | 2011 Calendar |

Now that you have all of the pages printed, follow these instructions for putting the pages in order and preparing for binding:

The following shows each page and what it contains – front and back.

Number

Front

Back

| | | |
|----|---------------------------------|----------------------|
| 1 | Store Manager Organizer/Planner | Store Data |
| 2 | Employee Roster PT | Sales & Appointments |
| 3 | Key Performance Indicators | To Do List W1 |
| 4 | To Do List W2 | Sales & Appointments |
| 5 | Key Performance Indicators | To Do List W1 |
| 6 | To Do List W2 | Sales & Appointments |
| 7 | Key Performance Indicators | To Do List W1 |
| 8 | To Do List W2 | Sales & Appointments |
| 9 | Key Perf. Indicators | To Do List W1 |
| 10 | To Do List W2 | Sales & Appointments |
| 11 | Key Performance Indicators | To Do List W1 |
| 12 | To Do List W2 | Sales & Appointments |
| 13 | Key Performance Indicators | To Do List W1 |
| 14 | To Do List W2 | Sales & Appointments |
| 15 | Key Performance Indicators | To Do List W1 |
| 16 | To Do List W2 | Sales & Appointments |
| 17 | Key Performance Indicators | To Do List W1 |
| 18 | To Do List W2 | Sales & Appointments |
| 19 | Key Performance Indicators | To Do List W1 |
| 20 | To Do List W2 | Sales & Appointments |
| 21 | Key Performance Indicators | To Do List W1 |
| 22 | To Do List W2 | Sales & Appointments |
| 23 | Key Performance Indicators | To Do List W1 |
| 24 | To Do List W2 | Sales & Appointments |
| 25 | Key Performance Indicators | To Do List W1 |
| 26 | To Do List W2 | Sales & Appointments |
| 27 | Key Performance Indicators | To Do List W1 |
| 28 | To Do List W2 | SALES PERFORMANCE Q1 |
| 29 | RECRUITING Q1 | Sales & Appointments |
| 30 | Key Performance Indicators | To Do List W1 |
| 31 | To Do List W2 | Sales & Appointments |
| 32 | Key Performance Indicators | To Do List W1 |
| 33 | To Do List W2 | Sales & Appointments |
| 34 | Key Performance Indicators | To Do List W1 |
| 35 | To Do List W2 | Sales & Appointments |
| 36 | Key Performance Indicators | To Do List W1 |
| 37 | To Do List W2 | Sales & Appointments |
| 38 | Key Performance Indicators | To Do List W1 |
| 39 | To Do List W2 | Sales & Appointments |
| 40 | Key Performance Indicators | To Do List W1 |
| 41 | To Do List W2 | Sales & Appointments |
| 42 | Key Performance Indicators | To Do List W1 |
| 43 | To Do List W2 | sales and appt. |
| 44 | Key Performance Indicators | To Do List W1 |
| 45 | To Do List W2 | Sales & Appointments |
| 46 | Key Performance Indicators | To Do List W1 |
| 47 | To Do List W2 | Sales & Appointments |
| 48 | Key Performance Indicators | To Do List W1 |

| | | |
|----|----------------------------|---|
| 49 | To Do List W2 | Sales & Appointments |
| 50 | Key Performance Indicators | To Do List W1 |
| 51 | To Do List W2 | Sales & Appointments |
| 52 | Key Performance Indicators | To Do List W1 |
| 53 | To Do List W2 | Sales & Appointments |
| 54 | Key Performance Indicators | To Do List W1 |
| 55 | To Do List W2 | SALES PERFORMANCE Q2 |
| 56 | RECRUITING Q2 | MARKETING/PROMOTIONS 1 ST Half |
| 57 | QUOTES | Sales & Appointments |
| 58 | Key Performance Indicators | To Do List W1 |
| 59 | To Do List W2 | Sales & Appointments |
| 60 | Key Performance Indicators | To Do List W1 |
| 61 | To Do List W2 | Sales & Appointments |
| 62 | Key Performance Indicators | To Do List W1 |
| 63 | To Do List W2 | Sales & Appointments |
| 64 | Key Performance Indicators | To Do List W1 |
| 65 | To Do List W2 | Sales & Appointments |
| 66 | Key Performance Indicators | To Do List W1 |
| 67 | To Do List W2 | Sales & Appointments |
| 68 | Key Performance Indicators | To Do List W1 |
| 69 | To Do List W2 | Sales & Appointments |
| 70 | Key Performance Indicators | To Do List W1 |
| 71 | To Do List W2 | Sales & Appointments |
| 72 | Key Performance Indicators | To Do List W1 |
| 73 | To Do List W2 | Sales & Appointments |
| 74 | Key Performance Indicators | To Do List W1 |
| 75 | To Do List W2 | Sales & Appointments |
| 76 | Key Performance Indicators | To Do List W1 |
| 77 | To Do List W2 | Sales & Appointments |
| 78 | Key Performance Indicators | To Do List W1 |
| 79 | To Do List W2 | Sales & Appointments |
| 80 | Key Performance Indicators | To Do List W1 |
| 81 | To Do List W2 | Sales & Appointments |
| 82 | Key Performance Indicators | To Do List W1 |
| 83 | To Do List W2 | SALES PERFORMANCE Q3 |
| 84 | RECRUITING Q3 | Sales & Appointments |
| 85 | Key Performance Indicators | To Do List W1 |
| 86 | To Do List W2 | Sales & Appointments |
| 87 | Key Performance Indicators | To Do List W1 |
| 88 | To Do List W2 | Sales & Appointments |
| 89 | Key Performance Indicators | To Do List W1 |
| 90 | To Do List W2 | Sales & Appointments |
| 91 | Key Performance Indicators | To Do List W1 |
| 92 | To Do List W2 | Sales & Appointments |
| 93 | Key Performance Indicators | To Do List W1 |
| 94 | To Do List W2 | Sales & Appointments |
| 95 | Key Performance Indicators | To Do List W1 |
| 96 | To Do List W2 | Sales & Appointments |

| | | |
|-----|----------------------------|---|
| 97 | Key Performance Indicators | To Do List W1 |
| 98 | To Do List W2 | Sales & Appointments |
| 99 | Key Performance Indicators | To Do List W1 |
| 100 | To Do List W2 | Sales & Appointments |
| 101 | Key Performance Indicators | To Do List W1 |
| 102 | To Do List W2 | Sales & Appointments |
| 103 | Key Performance Indicators | To Do List W1 |
| 104 | To Do List W2 | Sales & Appointments |
| 105 | Key Performance Indicators | To Do List W1 |
| 106 | To Do List W2 | Sales & Appointments |
| 107 | Key Performance Indicators | To Do List W1 |
| 108 | To Do List W2 | Sales & Appointments |
| 109 | Key Performance Indicators | To Do List W1 |
| 110 | To Do List W2 | SALES PERFORMANCE Q4 |
| 111 | RECRUITING Q4 | MARKETING/PROMOTIONS 2 ND HALF |
| 112 | 3 YEAR SALES HISTORY | CONTACTS |
| 113 | STAFF CONTACT INFORMATION | 2009 CALENDAR |
| 114 | 2010 CALENDAR | 2011 CALENDAR |