



End of Week Checklist

VITAL!

Do NOT Fall Short of Your Goals!

Take 5 Minutes To Verify Your Status And Your Team Members

1. **You MUST have at least 50 Personal Volume (PV)** for the month to remain ACTIVE and receive your weekly *Retails Sales & Sponsor* commissions.
2. **You MUST have at least 1 Active Affiliates** to receive *Team Commissions*.
3. **Be sure ALL your Personally Sponsored Affiliates** meet the Personal Volume (PV) requirements for their desired commissions.

PLEASE BE SURE! - Log Into Your Provizion.com Back Office Now!

Step 1: Review your PV for THIS WEEK. Make sure you have the required 50PV.

Step 2: Review your Pay Team volumes for THIS WEEK.

Step 3: Call your In Line Visitors - see if any may become Affiliates before Friday 11:59pm CT.

Step 4: Review all your Personally Sponsored Team members:

- Do they meet the qualifications for their Team and Generation Matching commissions?
- Have they become Legacy Partners yet?
- Are they close to attaining the Legacy Bonus for this month?
- Encourage them to communicate with their In Line Visitors about the Friday deadline.
- Help them with any Visitors who may need more information.
- Have each of your personally sponsored Affiliates follow all these steps and review their own personally sponsored Associates.

- ☐ **MAJOR KEY POINT: There is a definite ADVANTAGE for Visitors to join as Affiliates before the Friday deadline and order a pack** as it will place them higher in the ***LegacyLine*** for potentially better commissions! Share about all 3 Product Packs: MISSION; MASTER; LEGACY.



Step 5: iPRO Cycle Accountability! Check in with your Affiliates to go over their iPRO Cycle activities for the last week and ask how you can help them improve next week. Ask if they need help with Presentations/Registration or Organizations.