

## Planning your month, week and days.

1) 168 hours in our week. Lets break it down.

8 hours for sleeping each night

56 total for week

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112 left

40 for your other job

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72 is left

15 hours for commuting to work

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57 hours left

20 hours for Mary Kay business

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37 hours left to eat!

4 hours working out

3 hours Church or other activity

7 hours getting ready (1 hour a day\_)

Reading or meditation- 30 minutes day 3½ hours  
a week

17 ½ hours out of 37

That's nearly 20 hours left!!!!

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2) Use a color code system to plan your life. Pick one color for each area. Personal, family, other job, kids activities, family activity's, MK business. Then color in time slots. See how much time is left.

3) Have the following areas scheduled into your MK business.

a) Phone work/follow up- goal 30 minutes to an hour a day. 3 hours a week

b) Weekly success and education event- 3 hours a week with drive time

c) Another guest event in the week.-2 hours a week

d) Warm chatter or networking- daily 30 minutes. 3 hours a week

e)Classes, facials, pamper events. -3 hours with drive time.

14 hours a week for your Mary Kay business.

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### 3) Hot time management tips.

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1) Pre wrap gifts in a basket for guests

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2) Have packets made up and ready on a shelf.'

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3) Carry inventory in your car.

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4) Do a weekend blitz. Book 6 classes with 6 hostesses. 2 at the same time at your house. 10 a.m 2 hosts= 8 people 1:00 p.m 2 more hosts= 8 people 4 have 2 more hosts = 8 people. You could see 24 people in a day!

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5) Bring guests to your weekly education.

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6) Pass out cards and samples on your lunch and errands. Also, on your personal appointments hand out the Look.

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7) Call prospects or team members on your way to and from work or on your lunch.

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8) Use a six most important list every night.

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9) Use email and face book!

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10) Meet other mom's at the park while with your kids. Meet people while on a date with your partner.

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