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Time Management Worksheet

Step 1

Make a list of everything you do on a weekly basis in service of your business. Whether minor or huge, write it down in the first column.

Administrative: Banking, taxes, filing orders, etc.	Time per Week

Customer Support: Follow-up calls, booking calls, etc.	Time per Week

Downline Support: Follow-up calls, coaching calls, etc.	Time per Week

Show Prep: Hostess packets, packing car, etc.	Time per Week

Host Coaching	Time per Week

GRAND TOTAL	
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Step 2

Look at each one of the items you've listed, and estimate the time (in hours) it takes you each week to complete each item. Write that time in the second column.

Now subtotal each category and put a grand total at bottom of the page.

Step 3

Look at your list and the time you've assigned to each. Based on your time management style, you'll do one of three things:

The Free Flowing Type

Decide which items you absolutely must get done every week and put them at the top of your priorities each week by filling them into the time you've blocked out. If you still have activities left over, look at how you can creatively accommodate those activities while still maintaining the level of time freedom you require. Maybe you can do a group call instead of one on one mentoring with your leaders, maybe you can have your children support you in putting together host packets. The key here is to use your natural creativity to help you see how you can accomplish what's on your list without sacrificing your need for schedule freedom.

The Structured Type

This step will be easy for you. Simply look at all of the items you've identified and the amount of time per week each will take, and create a weekly schedule that accommodates every item on that list. If there are items you don't do weekly, make sure you find a way to track those or add them on a bi-weekly or monthly basis. Now print out your schedule and use it as a blueprint as you tweak your schedule as needed weekly.

The To Do List Driven Type

You'll want to be sure you keep a copy of your final list from steps 1 and 2 handy (maybe create a document on your computer) so that you can access it every week when you create your master "to do" list. That way nothing will slip through the cracks as you create your daily or weekly schedule.