




Module #4, Video #2
Setting Up Your Schedule

Time Management Philosophy



Step #1 - Decide What You Do

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	

Step #2 - Total Up Your Time



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Your "Aha" Moment



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Aha Moment #1: Too Much To Do

- * **Delete**
- * **Defer**
- * **Delegate**

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Aha Moment #2: Distractions

- *The Phone
- *E-mail
- *Facebook/Twitter/Pintrest, etc.

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Step #3 - Create Your Schedule




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The Daily List Index Card System



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			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

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