



Plan Your Work and Then Work Your Plan

So you work another J.O.B. (commonly referred as the Journey of the Broke) that you hate? Not being paid enough to cover the bills or the extras?

Want to work your Mary Kay business part-time or full-time but you just can't seem to get everything done?



Don't know where to start?

You start with becoming a *Master* at organizing your time. Plan this next month to follow the suggestion below and you will see an enormous increase in your business!

Let's look at where your time is going now:

Sleep	56.0 hours	(8 hours/night)
Work	40.0 hours	(8 hours/day)
Driving	5.0 hours	
Grooming	7.0 hours	(1 hour/day)
Eating/Cooking	7.0 hours	(1 hour/day)
Cleaning/Laundry	7.0 hours	(1 hour/day)
Church	3.0 hours	
Shopping/Errands	3.0 hours	
Family/Friends/Personal	<u>21.0 hours</u>	(3 hours/day)
	149 hours	

(168) Actual hours in the week

19.0 hours remaining
Do you know where this time is going??

As you can see, the hours above are estimated high. Some of us don't clean for seven hours and some of us spend more time in one area and less in another.

Adjust Your Weekly Plan Sheet to Fit Your Schedule



Now let's look at a proven weekly plan for earning a car:

3 classes per week	6.0 hours
3 interviews per week	3.0 hours
Success Meeting	2.0 hours
Office/Inventory/Paperwork	1.5 hours
Bookings/Scheduling	3.0 hours
Telephone – Reorders/Misc.	<u>2.0 hours</u>

**17.5 hours –
There's still time remaining!**

(Here's an example of a planned week)

	SUN	MON	TUE	WED	THU	FRI	SAT			
8:00		Your Other Job								
9:00										
10:00									Selling Appt = CLASS with 3+ guests	
11:00										
12:00										
1:00										
2:00										Selling Appt = CLASS with 3+ guests
3:00										
4:00										
5:00										
6:00					Hold two recruiting interviews					
7:00	PAPERWORK MISC PHONE	Meeting + one interview	Telephone Time – for Bookings	Selling Appointment – Class						
8:00										
9:00										

Or you could just dedicate *One* Saturday a week to conduct your business and celebrate your success on Monday evening at your meeting!



TAKE A MOMENT AND PLAN YOUR WEEK

	SUN	MON	TUE	WED	THU	FRI	SAT
8:00		Your Other Job					
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							