1. Set aside a specific time weekly to run errands. That way you’re not running all over town several times.

2. Create a daily “Six Most Important Things List!” Learn to Prioritize - Prioritizing your responsibilities and engagements is very important. Some people do not know how to prioritize and they become procrastinators.

3. Make a weekly plan sheet. Fill in every spot possible and place on the fridge or somewhere that all family members can see it. They should know you are not to be disturbed while you are working, especially if you are on the phone. They will get used to looking on the plan sheet and knowing when you can be bothered. Make sure their time is on the sheet so that they get used to telling you ahead of time what you need to do with them. After all, this is a business; find ways to reward them for adhering to a schedule. THIS IS NOT PUTTING YOUR WORK FIRST. It is planning a better life with them. You are also teaching them time management from watching you.

4. Update a date book or calendar app on your phone. Write everything in it. The busier you look the more you will get accomplished. Put personal things in, things you don’t want to forget.

5. Remember if something postpones, you are still on the clock. Get on the phone and sell $100 and book at least one class. If on a job and something changes you don’t stop working so treat it the same.

6. Be your own boss. Set your alarm and get up, get dressed and be ready for whatever. If you need to feel mentally at work, leave out one door and come in another.

7. Set a time for housework. Even if you have to set a timer. Remember you have a schedule to follow. On days off, get whatever you have to do done, and you will only have Mary Kay to think about during work time.

8. Don’t make everything a crisis. If you were at a real job, you would still have to work.

9. Take work with you everywhere you go. Take it with you to the doctor’s office, beauty shop, or any place you can write hostess notes. Work on a prospect list or weekly plan sheet.

10. Take phone numbers with you. You can make calls while waiting for appointments, kids, or other reasons. You can pre-profile, call for bookings, etc.

11. Don’t take personal calls during Mary Kay work time. Let everybody know what you are doing so that they understand when you say you are working. Don’t do things during prime phone time that can be done at other times.

12. Delegate! What things do you currently do that you could delegate? Some ideas are housecleaning, cooking, putting stickers on your product, bagging customer orders, arranging product on your shelves, copies, cleaning mirrors, loading and unloading your car, yard work, etc.

13. Bring prospective team members to guest events, success meetings and other events. They can be recruited right there. Let your director know she is coming.

14. Listen to educational CDs and hotlines while driving, putting on make up, cooking, etc. Get into a habit of NOT listening to the radio.

15. Double booking has been a lifesaver. This cuts down on becoming discouraged when a class cancels or postpones. Dovetail if necessary, but that won’t usually happen. Especially use this for someone that has canceled before, is or not dependable!

16. Make deliveries. Pick certain days of the week and let your customer know what day you deliver in that part of town. If they won’t be there, or you cannot upsell, mail it!

17. Take product with you to your day job. Stay late, come early or use your lunch break to demo your products (satin hands, body lotions, fragrances, etc.). As an added bonus, if a lot of your customer base is at or near your day job, you can write off your mileage at tax time! Ask your accountant.

18. Keep Adequate Inventory On Hand! Nothing wastes more time than to have to order product and run multiple deliveries.