



# TIME MANAGEMENT and Organization

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# WHY IT MATTERS

*Time is what we  
want most, but  
what we use worst.*

~William Penn

# BE PRODUCTIVE



**"If you want to be productive, you must embrace the power of scheduling tasks."  
-Paul Minor**

Your to-do list is the place where you define and organize what you're going to do

Your calendar is used to identify when you're going to do those things and how much time is needed to complete them.

**WHAT ITEMS ARE ON  
YOUR TO-DO LIST?**

**ARE YOU WORKING  
HARD OR HARDLY  
WORKING?**



# PEOPLE-WORK



## LEADS

- Follow Up with Booking & Recruit Leads
- Make New Contacts
- Business Page



## CURRENT CUSTOMERS/HOSTS

- Host Coaching
- Customer Care
- 2+2+2
- VIP Group



## TEAM MEMBERS

- Personal Coaching
- Personal Messages & Cards
- TEAM Facebook Group

**APPRECIATE ~ RECOGNIZE ~ SERVE ~ ENCOURAGE ~ EQUIP**

# WEEK AT A GLANCE

8:00am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30am							
9:00am	Office Hours	Exercise	Office Hours	Exercise	Office Hours	Kid's Activities	Exercise
9:30am							
10:00am							
10:30am							
11:00am							
11:30am							
12:00pm	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:30pm							
1:00pm							My Time
1:30pm							
2:00pm							
2:30pm							
3:00pm	Kid's Activities	Office Hours					
3:30pm							
4:00pm							
4:30pm							
5:00pm	Dinner	Dinner	Dinner	Dinner	Family Night	Date Night	Dinner
5:30pm							
6:00pm		Office Hours		Office Hours			
6:30pm							
7:00pm							
7:30pm							
8:00pm							
8:30pm							

**01**

**TRACK, REVIEW & SET  
MONTHLY GOALS**

**02**

**FILL IN YOUR WEEKLY  
CALENDAR AT THE SAME TIME  
EACH WEEK**

**03**

**CREATE YOUR DAILY TO-DO  
LIST THE NIGHT BEFORE**

**04**

**KEEP ORGANIZED NOTES**

**05**

**UTILIZE REMINDERS,  
ALERTS & A TIMER**

**06**

**BE THE BEST BOSS AND  
THE BEST EMPLOYEE  
YOU'VE EVER HAD**

# THE ROAD TO SUCCESS



# THANK YOU

FOR JOINING US



STEP INTO SUCCESS

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