

Time Management

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We hope you enjoy this program and gain the answers that you have been seeking to grow you personally! If you are not registered to receive Karen’s Motivational and or Direct Selling newsletter please register on the website

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“We have 1440 minutes in every day...what do you do to make them count?”

**First you need to know what ” _____”, what
“ _____”, what “ _____”
and “ _____.”**

Do you _____?

Do you _____ to others?

Dennis Waitley says, “Failures do what is _____ while winners do what is _____.”

Copy the _____ that is the additional handout for this teleseminar and write down what you do every day.

Keep it with you for at least _____ and when you move from activity to activity grab the _____ and _____.

You will be amazed at how much time you waste!

You need to find out how much time you spend being _____ and how much time is _____.

I do not include taking time out to _____ or _____ yourself as wasted time.

Example of Daily and Weekly Items:

How much time do you _____?

How much time do you spend _____?

How much time do you spend _____?

How much time do you spend _____?

How much time do you spend _____?

How much time do you spend helping _____?

How much time do you spend _____?

How much time do you spend _____?

How much time do you spend _____?

How much time do you spend _____?

How much time do you spend _____?

How much time do you spend _____?

How much time do you spend _____?

If you don't know what you do with _____, you'll have a hard time finding time to do what _____.

Once you have completed the daily planner for at least 3 days you need to ask yourself these questions.

What am I doing that I could _____?

What and I doing that I _____?

What am I not doing that I should begin doing if I want to _____?

Action Plan: Don't begin your day without a plan

- ✓ Make list of what needs to be done this month
- ✓ From monthly list make priorities to be done this week
- ✓ From weekly list make a list of things to do today.
- ✓ Make your daily list of things to do the night before.
- ✓ Make sure you work on your daily list in order of priority.
- ✓ Look for tasks that can be delegated to others
- ✓ Look for tasks that can be eliminated completely

“Planning is bringing the future into the present so you can do something about is now!” Alan Lakein

Things to do this Month:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

List of things to do this week:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Things to do today:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Once you have made a list of everything you need to do fill out your daily planners. If you are familiar with Outlook it's easy to do this now because you can assign different colors to different tasks.

_____ items on your Daily Planner
for _____, personal, _____ and
_____. You can check the sample planner to
get an idea.

You need to know how much time you have to work on your Direct Selling business each week.

Weekly Direct Selling activities:

❖ _____

❖ Making follow up calls for

- _____
- _____
- _____
- _____

❖ _____

❖ Totaling Party and sending it to the Home Office

Business Builders who are building a team or Leaders should also:

❖ _____

❖ _____

❖ _____

❖ _____

Use things that will help you keep track of your time.

“Open Date Card”

“Lead Call Times”

“Appointment Times”

Use a date book that is similar to Outlook. I always used a daily planner that lists every 15 minutes. Outlook is normally every 1/2 hour. Print your Outlook calendar each day!

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