

# Back to Basics Training

## Day Four

Day 4: Prioritizing your day...planning your work and working your plan

Now that we have written down our goals, let's talk about what we need to do to make sure our lives are in order enough to maximize the potential of reaching our goals.

How many of you truly use your six most important things list? I will admit that this was the hardest thing for me to get in the habit of doing. However, this is one of the key essentials to the success of your business.

Okay, so you have your goals written down...and you should have them broken down into daily goals. Now, here's where you are going to use your six most important things list.

Sit down EVERYNIGHT and think about what you HAVE to accomplish the next day. Write it all down. I use a separate sheet of paper (I never have enough room in my datebook) and make a list of what I want to accomplish. Then I break up my list into business priorities and family priorities. Then, I determine what needs to be done first. For example, do I need to call my director first and check in for the day or is more important that I call some of my customers and try to book some selling appointments first.

Prioritizing effectively will make or break your business. If you don't learn NOW how to plan your day and work your plan, you will NEVER be successful with you Mary Kay business.

Made your list of priorities you have made your daily plan. Now, what do you do? Well, you go out and work your plan!!!! So, how do you work your plan? Here's an example:

For tomorrow, one of my business priorities is to meet 2 new women and introduce them to Mary Kay. Now, I have planned my work....so now I have to work my plan....which means that I am going to get my butt out of my house and go to where the people are....this won't be too hard because I have to run errands....tomorrow I have to go to the Pharmacy to get some prescriptions filled, then I have to go to an orientation at Toys R Us for the part time job that I got to get me through the holidays (you know how it is when you are a parent....there is never enough money to buy all the things you want Santa to

bring your child) and lastly I have to go to the mall to see about scheduling an appointment at JC Penney Photography for my daughter and neice's holiday pictures. So, am I going to see potential customers...you bet I am! Am I going to work my plan? You bet I am! So get to it and you will no doubt reap the rewards of the 15 minutes you sat down and created your plan!

#### Assignment #4:

Today I want you to sit down and think about how you prioritize your days. Are you making your GOALS a priority? Are you making your FAITH priority? Are you making your FAMILY a priority? Where do you want your business to go tomorrow? Not next week, not next month, but TOMORROW? Like I said, we are going back to the basics! This is as basic a concept as brushing your teeth every morning.

One last thing before I go....I was once told that in order for something to become a habit, you must do the same thing for a minimum of 21 days uninterrupted....how many of you are up to the challenge of completing your six most important things list everyday for the next 21 days?

Also, I want to hear from you! Let me know how you are doing with the challenges I am giving you. Are you finding them difficult to accomplish? Do you think I need to give you harder challenges? What are you getting from this training? Do you think you are benefiting...or am I just re-teaching you things that you already know? (Remember, you may already know this stuff, but ARE YOU ACTUALLY DOING IT ON A DAILY BASIS?????)

Love and Beelief,

Tracy

P.S. Tomorrow I am going to give you some examples of how to plan your week. I am going to show you how I have been doing it, and let me tell you, I have been doing this for a good solid month now, and it is truly working!