

Back to Basics Training

Day five

Day Five: Developing Your Weekly Plan

Wow! We have almost made it through our first week of Back to Basics....can you believe it? Okay, what have we learned this week? We learned the importance of goal setting and how to effectively set our goals. We have learned how to break down our goals into a manageable format. Then, I talked to you all about using your 6 Most Important Things list.

Now, today, we are going to work on making a plan for your week.

Many of you have already seen my excel spreadsheet that I made to use for my weekly plan sheet. This allows me to type everything out into a nice, readable format to print off my computer and post on my wall in my office. But how do I determine what I am going to put on my plan sheet?

Okay, first I decide what time I want to wake up EVERY morning. Actually, because I have become accustomed to my daughter's schedule, I know that I will be up and out of bed by 8:00 a.m. EVERY day. Since my plan sheet starts at 6:00 a.m., I have grayed out the areas between 6:00 and 8:00 to signify that nothing is going on during that time. Then I look at what I want to accomplish everyday between 8:00 and 9:00. Of course, this is always time for breakfast with my daughter which is usually about 30 min. so then I decide what I am going to do for the remaining 30 minutes. This 30 minutes is the time that I use to get my daughter ready for the day. I get her dressed and make sure the diaper bag is packed in case I need to go anywhere that day.

Then, from 9:00 to 10:00 I spend my time getting myself ready for the day....during this time, my daughter is busy at play! Then I go from there on a day to day basis. I look at my calendar and see what is scheduled for the week. Then I plan around that. I block off all the times that I still have open to hold potential appointments and block out time EVERYDAY to make contact with my existing customer. I also have a 2 hour block where I go out to run my errands and warm chat.

Now that I am going to be starting a part time job for the holidays, I have had to change around my schedule a little...but I am still working in my family time and my Mary Kay time.

Assignment #5: Plan your work!

Okay, so this was just about how I plan MY week....so how do you plan yours? Are you leaving sufficient time for Mary Kay? Are you creating personal time for yourself? The second part of today's training is my excel spreadsheet. I am sending my COMPLETED plan sheet for this week. I encourage ALL OF YOU to save the file to your computer and use this format for your planning.....it really does make planning a lot easier. So your assignment for the weekend is to make you plan sheet. Plan every minute of your day. This will keep you on track, make you LESS stressed and you will become more efficient with the time you spend working your business.

Love and BEELIEF,

Tracy

Next week I will only have 3 days of training.....I want all of us to take the Thanksgiving Holiday to spend with family and friends!