

## TIME MANAGEMENT

Time is everything, you must know what is available to you. Many times we have so much to do but, we only have 24 hours in a day to make things happen for each day. That is why you must carefully spend your time on things that will enrich your life and this comes by careful planning of your time.

Where your business is concerned, it is often said that, a Marykay consultant must spend at least 2 hours working her business everyday. These 2 hours must be spent on Income producing activities. Some people may say, well, I don't have 2 hours a day to spend on my Marykay business but you may have 4-6 hours in a weekend to do so. Whatever time you have available, make sure, you spend it wisely.

They say, where there is a will, there is a way, in order to find the time to do your Marykay business, you must bring each day, each week and each month before you to see what time you have.

You must consider these important 6 things in order to spend your time wisely;

1. Create your evaluation statement, that is; what is your most immediate goal? Is it to become a red jacket or Sales Director. List that somewhere. Your goal is going to determine how much time you are going to commit to your business.
2. Have a splatter list by listing every item that needs to be done, do you know that, writing things down sometimes can be very liberating? If you don't write them down, you can be overwhelmed not knowing where to start from.
3. Determine what can be delegated on that list and type the name of the person beside it.
4. Evaluate the list, check the remaining items and if it doesn't bring you closer to your goal, list it as to do later when you have time.
5. List the 6 most important things that you need to do personally today. Follow it to the letter, if it's calling customers from 2pm-3pm, do that, focus on it and don't do something else, when you have done that, check it off. Create this list every night before you sleep for the next day.
6. Review the list; Check your list when you wake up in the morning and be sure you have chosen the appropriate item for the day.

Sometimes when I am creating my list for the day, I use my datebook and I mark everything to the letter, I enter everything I need to do for each day the night before because that helps me to know the time I have for my Marykay .