

# Highlighting Your Activity – Chunking Your Time

Many times we hear from Consultants how busy they are, yet there is no sales volume or sponsoring activity happening in their business. This is when we ask to show me their Arbonne Consultant Calendar. The calendar many times indicates there isn't enough income producing activities schedule. The busy time is instead filled with family and personal obligations; training or conference calls, or just "busy" work – but not activities that build the business.

It's best to look at your calendar a week at a time and "chunk" your time. Block out the time that you are able to work your business. You want to give yourself time for your presentations, for making necessary phone calls, training, etc. Block the time and stick to it.

There is a simple way to keep track of your activity. It's very visual and helps you see exactly where time is being spent. Simply highlight your activity in your calendar, using a different color pen/highlighter for each category. Here is an example, and in this the color green is what you want to see because it indicates those activities that are going to build your business.

	Thursday	Friday	
8am	Workout	Grocery store	<b>Focus 15</b> – Ever feel like your day passes you by and nothing got done? Try "Focus 15" a few times a day, and you will find that you can accomplish more!  <b>5 min</b> - calling 5 team members for thinking of you calls or writing 5 thinking of you notes  <b>5 min</b> - follow-up with 5 clients or wholesale consultants  <b>5 min</b> - calling to schedule appointments, or presentations with potential hostesses, or business prospects
9am			
10am			
11am	1-on-1 Coffee with Amy		
Noon		1-on-1 Lunch with Mary	
1pm			
2pm	Training Conference Call	Listen to Learn&Burn	
3pm	Pick up Kids		
4pm		Make scheduling calls	
5pm	Dinner with Family		
6pm			
7pm	Group Presentation at Susan's		
8pm		Movie night with kids	
9pm			

- Green** is for incoming producing activities such as 1-on-1s, group presentations, Arbonne Discover events with a guest, 3-Way call with your upline & prospect, etc. Do the reach out methods that work best for you – group presentations, One-on-One's, Discover Arbonne events. It's best to balance all these methods to get the most out of your time.
- Yellow** is for Coaching and Training Sessions. This is non-Income producing, but necessary. This can consist of coaching calls, meetings, training calls, Learn&Burns™, E-mails, & Arbonne University. This will also be lunch with a sideline, or strategy session with a team member.
- Pink** is Personal time. This can be going to the gym, meeting with your friends, bunko, reading a book (not personal growth materials; that would be yellow), shopping with your friends, and guitar lessons.
- Blue** is Family Time. Anything you do with your family. This could consist of attending your children's functions, date with your husband, sporting events, shopping for your kids clothes. Again, anything that would involve you spending time with your family.

All of these areas are important, as you want to create BALANCE in your life. By chunking your time and paying attention to the areas you spend your time in, you will discover that there is room for balance, as well as the opportunity to build a successful Arbonne business.