

It's About Time

Work Smarter Boost Results



PLAN: If you always feel busy but don't see increasing volume or activity to show for it, set up a calendar to plan when you will focus on your business.

BLOCK: Block out specific times each day to devote to income-producing activities that build your business.

FOCUS: During those hours blocked out for income-producing activities, stay focused on your task and avoid potential distractions.

Example of results-oriented planning:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Arbonne-Free Day	6 a.m. Gym		6 a.m. Gym		6 a.m. Gym	
	8-9 a.m. Organize files	8-9 a.m. Tennis league		9-9:15 a.m. Focus 15*		9-10 a.m. Annie's soccer game
	11 a.m.-12 p.m. One-on-One Coffee with Amy	10-11 a.m. Catch up on emails	9-10 a.m. Help in Troy's classroom 10-10:30 a.m. Listen to latest Learn & Burn™	11 a.m.-12 p.m. Call referrals to book appointments	10-10:30 a.m. Scheduling calls	
	1-1:15 p.m. Focus 15*	12-1 p.m. Lunch One-on-One with Kathy	12-1 p.m. Lunch Group Presentation at Stacy's office	1-2 p.m. Team training mtg	1-1:30 p.m. Scheduling calls	12-2 p.m. Troy's baseball game
1-3 p.m. Carnival	5-6 p.m. Annie's soccer practice	1-1:15 p.m. Focus 15*	1-2 p.m. Follow-up calls 2-2:30 p.m. Check in with NVP			
			5-6 p.m. Annie's soccer practice			
6 p.m. Family dinner at Grandma's house	7-9 p.m. Group Presentation at Abby's house	7-9 p.m. Discover Arbonne Event		6-8 p.m. Group Presentation at Sandy's house	7 p.m. Date night	7 p.m. Family Movie Night



Income-Producing Activities: One-on-Ones, Group Presentations, re-order calls to Clients, follow-up calls to prospects and referrals, booking Group Presentations and One-on-Ones.

Coaching, Training and Administrative: Training calls, listening to Learn & Burn, Discover Arbonne events, checking emails, attending team meetings, organizing files, reading personal growth materials. Not income-producing, but necessary.

Personal and Family Time: Working out, going to kids' functions and sporting events, a date with your spouse, shopping, etc.