



## ***Information on Time Management***

It is virtually impossible to accomplish any feat without being organized to some degree. In order to apply your makeup each day, you must have it all before you! Do you agree? The same is true when baking a cake. You assemble the ingredients before putting anything into the bowl. Your Mary Kay career is no different – so let's put everything out to make sure we have all the ingredients!

First, let's discuss some basic ideas and suggestions concerning TIME MANAGEMENT! And not just in your Mary Kay business, but in your everyday life as well. Remember, EVERYBODY IS GIVEN THE SAME 24 HOURS – how you use it is up to you! But any wasted moment is gone – forever! So make every second count.

Here are some tips:

**Family** – They're a must for your endeavor, so seek their assistance.

- If you have children and they are old enough, they can help by unpacking and stacking your merchandise, applying reorder labels, etc. Pay them a small salary and the job will be done efficiently.
- You will need your husband's assistance and support. When you are on the phone, have him keep an eye on the children so you are not caught saying, "Can't you see I'm on the phone!" This does not impress customers or prospective ones as to the quality of your professionalism.
- Take your spouse along with you on some Mary Kay functions so that he can understand what you are trying to accomplish.
- Have your family help you pack your car for a selling appointment. They can be doing this while you are getting ready and possibly having to answer a last-minute phone call.
- If your children stay up late in the evenings and this interferes with your work, try getting them to bed an hour earlier. Mothers need some peace of mind, too! Be patient! It may take a little time.

### **Meals**

- Plan your meals on a monthly basis. Take one day and write out all menus for the month. Make a list of needed ingredients and do your grocery shopping in one day! The time AND money you will save will amaze you.

- Bread can be purchased as day-old and frozen.
- Fresh vegetables will keep in the refrigerator for a long time, if properly stored, or most can be frozen.
- When making a casserole, double the recipe and put the second in the freezer to use later in the month.

### **House cleaning**

- Hire a maid or cleaning service and then do an extra selling appointment to pay for it.
- If you are a do-it-yourselfer, plan to do thorough cleaning just one day a week, and only touch up on the others.

### **Product**

- Have all products within easy reach (preferably on open shelves) so that when you are filling orders, you won't have to go searching.
- Apply reorder labels as new product is shelved. Also, put new product in back of older product.
- Avoid the habit of running out of merchandise. If you run out frequently, you need to order more often! Keep a minimum of 15 basic sets and any other product you move the most.
- Keep sales tickets, bags and a stapler by your phone. As an order comes in, write it directly on the sales ticket, staple the ticket to the bag and fill all orders for the day at one time.

### **Telephone**

- Always keep a three-minute timer and a mirror by your phone. When talking on the phone, allow yourself no more than one turn of the timer per phone call. Your voice reflects your mood over the phone. By watching yourself in the mirror as you talk, you can see what your customer is hearing.
- Plan your calling with your sales tickets, bags and stapler right in front of you.
- The best hours for calling are 9 -11 a.m. and 7 - 9 p.m. Avoid calling during meal hours.

## **Organize Your Records**

### **Weekly Plan Sheets**

- On Sunday evening, fill in your plans for the entire week, leaving a few time slots for last minute situations which might arise. Allow time for your family,

your faith and your own personal needs. Include all appointments and allow time to reach those appointments.

- Post the plan sheet in a prominent place in your home so your family will know where you will be during the week. It's a good rule of thumb to include phone numbers with your appointments, should your family need to contact you in an emergency.
- As appointments are scheduled, add them to your sheet.
- Don't throw these sheets away at the end of the week. File them with your records. They make excellent diaries of your business.

### **Six Most Important Things**

- Each evening before you go to sleep, write down the six most important things you need to do tomorrow, in order of their importance. Carry the small slip of paper with you and check off the items as they are accomplished.
- List the hardest task first, even though it may be the thing you least want to do, but must. Do it first and the rest will be a breeze!

### **Weekly Accomplishment Sheets**

- Keep it out on your desk and as phone sales come in you can easily jot down the information THEN and not have to go back and do it later.
- When you return from a selling appointment, take a minute THEN to fill in the necessary information.

### **Customer profiles**

- If you'll take another five minutes when returning from a selling appointment to complete your records, it's so much easier. Granted, you're tired and want to sit down, prop up your feet and enjoy your super sales! But, while the customers are fresh in your mind, this is the time to write down valuable information. You may forget by the weekend.
- On the customer profiles, add whatever information you'll want to remember and then file it away.

### **Receipts**

- Keeping your receipts over a year's time can be so easy if you use something like a shoebox filled with white envelopes. Title each envelope with all the different categories you use at tax times, such as "Telephone," "Class Supplies," "Office Supplies," "Travel," etc.
- As you get a receipt, just drop it in the appropriate envelope. You can easily add them up at year's end.
- It's a good idea to write on your receipt what the expense was for, such as cotton balls, Q-tips, etc. This will save you time second guessing when tax time rolls around.

## **Datebook**

- At the end of each week, take your Weekly Accomplishment Sheets and copy the information into your datebook. This will give you an excellent team-building tool to show prospective Consultants good weeks AND maybe not-so-good weeks.

## **Money**

- It's not a good idea to keep a business account through a personal account. You'll want to make sure that all Mary Kay money is deposited into a separate checking account. Have a separate money bag in which to keep your Mary Kay money.
- Bank your money often, even if it's only a couple of dollars. Money around the house is temptation to spend!
- Make yourself accountable for every dollar and cent you sold that week. Your bank deposits should match, to the penny, your sales for the week.
- Pay only business bills with your business account.

## **Secrets of Successful Corporate Executives**

One of the secrets of successful corporate executives is their ability to organize – their staff, appointments, obligations, and their desk or work area!! When you are trying to find a much-needed paper, and it's buried deep within a pile of other papers, you become frustrated trying to find it. Right? So, let's concentrate our efforts now on organizing the little things necessary to run your business smoothly!

**Time** - Time is your greatest asset! You can waste it or save it. You can USE it or LOSE it. For example, gossiping, long coffee breaks, sleeping too much, being constantly late, standing in line with crowds – all cause you to LOSE time. PLAN ahead to avoid these things and you'll be hours ahead!

**Work area** - If you have stacks of this and stacks of that, take the time to put everything in its proper place. DO IT NOW!!! By putting it off, the job will only become more burdensome! Do the hardest first, and the rest easily falls into place.

**Do one thing at a time** - You can't very well talk on the phone, change a diaper, and bake a cake all at the same time. Take each task and give it your full attention.

**Deadlines** - Work against a deadline. If you are trying to clear your work area, give yourself so long to complete the task, then DO IT!!! You can't afford to allow yourself to take three hours for a twenty-minute job.

**Assistance** - Have someone else do these unimportant tasks that you, yourself, don't have to do. As Mary Kay tells us, it doesn't matter whose love goes into mopping the floors, just as long as they get mopped. Hire

someone to do the nickel-and-dime work while you concentrate on doing the dollar business!

**Analyze** - Start keeping time records on how long you are spending per task. You will be amazed to find you are taking longer to do certain tasks than you realized. On a sheet of paper, keep accurate time of everything you do for one week. At the end of the week, look back over your week and see where you could have spent your time more constructively. Don't forget to record the length of all phone conversations, meal preparations, getting yourself ready in the mornings, etc.

**Control** - Become adept at controlling your time by planning your time. Sometimes we tend to let others control our valuable time for us. If your days are planned, you can't be easily swayed into playing bridge, going window-shopping, or doing something you really hadn't planned on doing in the first place!

### **Time is Money**

Please remember that TIME is MONEY. Don't waste a minute of it! Besides, we need to be "good stewards" of our time! Use your SIX MOST IMPORTANT THINGS LIST and your WEEKLY PLAN SHEET, both available as a tool to you from the Company. And be sure to list ALL of your daily and weekly appointments, and include such things as family outings, dental appointments, and spiritual commitments, etc. on your weekly sheets. Keep another note pad handy, not only for your prospective hostesses and team members, but for ideas on how to improve your business. If you write it down, you won't waste precious moments trying to remember what that super idea was.

**TIME = MONEY  
ORGANIZE FOR SUCCESS!  
YOU CAN DO IT!!!**

The information on this sheet provided by Independent Executive National Sales Director Arlene Lenarz.