



## WORKING WOMAN WEEKLY PLAN SHEET

So you work another J.O.B. (commonly referred as the Journey of the Broke) that you hate? Not being paid enough to cover the bills or the extras?

Want to work your Mary Kay business part-time or full-time but you just can't seem to get everything done?



### **Don't know where to start?**

You start with becoming a Master at organizing your time. Plan this next month to follow the suggestion below and you will see an enormous increase in your business!

Let's look at where your time is going now:

Sleep	56.0 hours	(8 hours/night)
Work	40.0 hours	(8 hours/day)
Driving	5.0 hours	
Grooming	7.0 hours	(1 hour/day)
Eating/Cooking	7.0 hours	(1 hour/day)
Cleaning/Laundry	7.0 hours	(1 hour/day)
Church	3.0 hours	
Shopping/Errands	3.0 hours	
Family/Friends/Personal	<u>21.0 hours</u>	(3 hours/day)
	149 hours	

(168) Actual hours in the week

**19.0 hours remaining – do you know where this time is going??**

As you can see, the hours above are estimated high. Some of us don't clean for seven hours and some of us spend more time in one area and less in another.

### **Adjust your plan sheet to fit your schedule.**

Now let's look at a proven weekly plan for earning a car:

3 classes per week	6.0 hours
3 interviews per week	3.0 hours
Success Meeting	2.0 hours
Office/Inventory/Paperwork	1.5 hours
Bookings/Scheduling	3.0 hours
Telephone – Reorders/Misc.	<u>2.0 hours</u>

**17.5 hours –  
there's still time remaining!**

**(Attached is an example of a planned week)**

	SUN	MON	TUE	WED	THU	FRI	SAT
8:00							
9:00		<b>O</b>	<b>T</b>	<b>H</b>	<b>E</b>	<b>R</b>	
10:00			<b>J</b>	<b>O</b>	<b>B</b>		CLASS
11:00							
12:00							
1:00							
2:00							CLASS
3:00							
4:00							
5:00							
6:00					HOLD 2 INTERVIEWS		
7:00	PAPERWORK MISC PHONE	Meeting + 1 interview	BOOKINGS	CLASS			
8:00							
9:00							

**Or you could just dedicate 1 Saturday a week to conduct your business and celebrate your success on Monday evening at your meeting!**



**TAKE A MOMENT AND PLAN YOUR WEEK**

	SUN	MON	TUE	WED	THU	FRI	SAT
8:00							
9:00		<b>O</b>	<b>T</b>	<b>H</b>	<b>E</b>	<b>R</b>	
10:00			<b>J</b>	<b>O</b>	<b>B</b>		
11:00							
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