

Color Coded Weekly Plan Sheet

On this plan sheet block off your time! No one like to see a Snow white date book...it will make you look like you don't know what you are doing...you will want to mark everything down that you have to do in your date book...You will want to look very busy so your customers will not cancel .

1. Work Time from 8:00 -5:00 . Monday -Friday take a **brown** color pencil & block out your work time. Write in that space JOB (stands for Journey the Broke)
2. Church time —take a **blue** color pencil and block off your church time through the week and Sundays.
3. Family Time plan around your family time. Block off anything that has to do with family in a **Yellow pencil**.
4. Mary Kay Meeting & phone time. Take a **pink color pencil** block for your time. This should be Monday night from 6:30-8:30 p.m. and choose a time for making your phone calls to customers and new leads.. Anything that you do that is **non-money making time**.
5. Booking Classes & facials time. Take a **green color pencil &** block for your time for holding your appointments which would be any money making time. Example: Classes, Facials, deliveries, interviews, etc. You can put green stars on the days that you want to hold classes. Tuesday & Thursdays, Friday, Sat have been good for me. **Money making time**
6. Your Time. Take a **Red color** pencil & block off your personal time. This will be for getting your hair done, nails, bath, reading, or just relaxing.