



# TIPS FOR TIME MANAGEMENT

By NSD Karen Ford

**Set aside a specific time weekly to run errands.** That way you're not running all over town several times.

**Six most important things list!** DO DAILY. **Learn to Prioritize.** Prioritizing your responsibilities and engagements is very important. Some people do not know how to prioritize and they become procrastinators.

**Weekly Plan Sheet** - a must! Fill in every spot possible and make sure this is where all family members can see it. They should know you are not to be disturbed if you are working. Especially if you are on the phone. They will get used to looking on the plan sheet and knowing when you can be bothered. Make sure their time is on the sheet so that they get used to telling you ahead of time what you need to do with them. After all, this is a business; find ways to reward them for adhering to a schedule. **This is not putting your work first.** It is working toward a better life for them. You are also teaching them time management from watching you.

**Date Book** - write everything in it - the busier you look the more you will get accomplished. Write in personal things; things you don't want to forget.

**It someone postpones,** you are still on the clock. Get on the phone and sell \$100 and book at least 1 class. If on a JOB and something changes you don't stop work so treat it the same.

Pretend you are your own boss. **Set your alarm and get up, get dressed, and be ready for whatever.** If need to, leave out one door and come in another.

**Set a time for housework.** Even if you have to set a timer! Remember you have a schedule to follow. On days off, get whatever you have to do done, and you will only have Mary Kay to think about during work time.

**Don't make everything a crisis.** If you were at a real job, you would still have to work.

**Take work with you** everywhere you go. Such as the doctor's office, beauty shop, or any place you can write hostess notes, work on prospect lists, or weekly plan sheet.

**Take change for phone calls, cell phone or prepaid phone cards** for time you're waiting, etc. You can pre-profile, call for bookings, etc.

**Don't take personal calls** during Mary Kay work time. Think about it! Let everybody know what you are doing, so that they understand when you say you are working. Don't do things during prime phone time that can be done at other times.

**Delegate!** What things do you currently do that you could delegate? Some ideas are housecleaning, cooking, put stickers on your product, bagging customer orders, arranging product on your shelves, copies, cleaning trays and mirrors, loading and unloading your car, yard work - you get the idea!

**Use any TV time to organize and make up trays** for SCCS. You won't feel guilty for wasting your time watching TV with your family and you are still getting work done. (Great time for kids to label product—I like to clean house during commercials)

**Bring prospective team members to guest events,** Success meetings and other things. They can be recruited right there. Let your director know she is coming.

**Listen to educational tapes** while driving, putting on make up, cooking, etc. Get into a habit of NOT listening to the radio.

**Double booking has been a lifesaver.** This cuts down on becoming discouraged when a class cancels or postpones. Dovetail if necessary but that won't usually happen. Especially use this for someone that has canceled before or is not dependable!

**Making deliveries-pick certain days of the week** and let your customer know what day you deliver in that part of town. If they won't be there... MAIL IT - if you cannot upsell, mail it!

**Take product to work with you to demo** (satin hands, body lotions, fragrances, etc.) or just show people products while on lunch break and to people on other shifts by coming early or staying a little later. If a lot of your customer base is at or near your JOB or you can make it so, you can write mileage off at tax time.

**KEEP ADEQUATE INVENTORY ON HAND!** Nothing wastes more time than to have to swap product with another consultant!