



# Time Management



So you work another J.O.B. (commonly referred to 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 (1hour/day)
Church	3.0 hours
Shopping/Errands	3.0 hours
Family/Friends/Personal	<u>21.0 hours</u> (3 hours/day)
	149.0 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
Booking/Scheduling	3.0 hours
Telephone – Reorders/ Misc.	<u>2.0 hours</u>
	17.5 hours



There's still time remaining to make more Money!!

## TIME MANGEMENT AND INCOME ORGANIZATION

5 Hours a Week		
2 Hours	Success Meeting	
2 Hours	1 Class or 2 Facials	\$100 Profit (classes or facials)
1/2 Hour	Re-orders and Organization	25 Profit (re-orders)
1/2 Hour	Booking, Coaching, Profiling	\$125 (x 50 weeks)
<b>\$6,250 Per Year</b>		
10 Hours a Week		
2 Hours	Success Meeting	
4 Hours	2 Classes or 4 Facials	\$200 Profit (classes or facials)
1 Hour	Re-orders and Organization	50 Profit (re-orders)
1 Hour	Booking, Coaching, Profiling	\$250 (x 50 weeks)
2 Hours	2 Interviews or Prospecting	
<b>\$12,500 Per Year</b>		
15 Hours a Week		
2 Hours	Success Meeting	
6 Hours	3 Classes or 6-8 Facials	\$300 Profit (classes or facials)
2 Hours	Re-orders and Organization	75 Profit (re-orders)
2 Hours	Booking, Coaching, Profiling	\$375 (x 50 weeks)
3 Hours	3 Interviews or Prospecting	
<b>\$18,750 Per Year</b>		
20 Hours a Week		
2 Hours	Success Meeting	
8 Hours	4 Classes or 6-8 Facials	\$400 Profit (classes or facials)
3 Hours	Re-orders and Organization	100 Profit (re-orders)
2 Hours	Booking, Coaching, Profiling	\$500 (x 50 weeks)
5 Hours	5 Interviews or Prospecting	
<b>\$25,000 Per Year</b>		