

# PLAN and BALANCE YOUR TIME



## 5 AMAZING FACTS ABOUT TIME

1. Everyone has the same amount of time each day – 24 hours a day. We don't GET more time; we MAKE time to do the important things.
2. There is NEVER enough time to get EVERYTHING done!
3. We can buy time and spend time, but we cannot recycle time. No do-overs.
4. Being self-employed, how we spend our TIME determines our INCOME!
5. We alone determine how we CHOOSE to use our time.

Here are 20 tips that have been shared by other successful leaders and top experts in the field of personal management that may help you make the most of your time and also help you feel good about your choices.

1. **Set your goals with your family.** This helps them to see how reaching your L'BRI goals can benefit them too. You could have a visible Master Calendar that shows family and L'BRI commitments/appointments. In the long term, you may find that building a successful business can offer you even more choices like hiring help (house cleaner, shopping service, etc.) to give you more time with your family or give you the option of quitting an unfulfilling fulltime job.
2. **Understand the Time, Effort and Money concept.** All tasks take an investment of time, effort and/or money to achieve. You decide what you want to spend to get the task done.
3. **Get some help.** If possible, find someone to do some of the simple paperwork. Children can stamp brochures and assemble Hostess Packets. Delegate training to successful Consultants. Delegate household responsibilities.
4. **Make decisions.** Don't over-analyze and spend days researching. Sometimes SPEED is better than PERFECTION. Will Rogers said, "Even if you're on the right track, you'll get run over if you just sit there."
5. **Be consistent.** Consistent Activity = Consistent Income. Block time for each important business activity each working day. For example: Block time for Shows, daily time blocks for making Customer Care Calls, calls to book Shows and follow up with sponsoring leads. Calling 5 sponsoring leads a day for 5 days a week is 100 calls a month.
6. **Be disciplined.** Decide what your time commitment will be and stick to it. Develop calendar control – work when you want to – offer a bonus gift for people who book on specific dates you want to fill or within 14 days. Learn to say "no." Set a timer and say, "I only have 15 minutes before my next call. Let's stay focused on the three things we need to discuss."
7. **Simplify.** Learn to do everything you can at Shows. You can sell, book, sponsor, Hostess Coach. You can train new Consultants, Future Leaders and Consultants who are struggling. You can bring a prospective Consultant to a Show with you rather than meet for coffee. And, the more you simplify, the more you can duplicate!
8. **Consolidate activities.** A Leader should never walk alone. Always try to have someone with you on Shows, when starting a new Consultant, while you're planning your Team Workshop. Invest in 3-way calling – you can Hostess Coach and train a new Consultant at the same time. Cluster errands into one time frame. Group similar activities together. Plan meals and shop weekly or less – or delegate!

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9. **Learn from others.** Attending all meetings to get better at what you do will save you time. Listen to motivating and training CDs while driving.
10. **Use L'BRI tools.** Don't be tempted to re-create business tools. Develop effective ways to use the tools that are available from L'BRI.
11. **Have an effective workspace.** Is your office somewhere? Nowhere? Or everywhere?  
A Portable Office binder system can help keep you organized in a small space. Three or four binders can keep everything you need at your fingertips. You can also organize these areas as electronic files.
  - ✓ Personal Business Binder – List of leads to follow up with, Hostess Coaching tracking, etc.
  - ✓ Consultants Binder – Consultant Profiles, Checklist and communication records for New Consultants in Quick Start period and Future Leaders.
  - ✓ Team Binder – Plan 12 Monthly Workshop agendas, recognition and training, one tab for each month. You can then refer back to your agenda from the previous year for guidance.
  - ✓ Lineage Binder – Entire Lineage and Leader Meeting Agendas, recognition and training, Leader communications, etc.
12. **Fingertip management.** To be prepared, have supplies, Binders, literature, etc. at your fingertips when you need them. Make a place for what you need. Nothing within reach unless you use it DAILY and everything you use daily in reach.
13. **Focus on the moment!** Give your full attention to the activity you've chosen to accomplish. When you are working on your L'BRI business, focus on that activity. When you're spending time on personal or family activities, don't be distracted by your business. Because working from home may just be a 20-second commute down the hallway to your workspace, it's easy to keep going back to work. You wouldn't do this if you worked another job.
  - ✓ Get a separate phone line with voice mail for L'BRI and choose to not answer the phone while you're having family time.
  - ✓ Set ground rules with your children. Teach them to respect your business. Plan "special time" with children and "work time" for you. Use a kitchen timer.
  - ✓ Plan a "date night" with the special person in your life.
14. **Take advantage of small blocks of time.** It takes 3 minutes to empty the dishwasher, 11 minutes to clean a small bathroom. Why do we put these tasks off so often? Leave for your Shows 20 minutes early and make booking and sponsoring calls in front of your Hostess' home. Program in phone numbers of key people – your new Consultants, Future Leaders and call some of them when you have just a few minutes and leave quick encouraging messages.
15. **Handle paper once.** Use the acronym TRAF – to help you with paperwork.

<b>T</b>	Trash it. If you don't need it, throw it away.
<b>R</b>	Refer it to someone else. Can someone else handle it?
<b>A</b>	Action. Take action. Place the order, pay the bill, respond to the email.
<b>F</b>	File it. If you know you'll want to refer to the paper again, file it in the appropriate place immediately. Can you find an updated version on the internet?

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16. **De-clutter.** This makes your job look and feel easier. And, it actually becomes easier.
17. **Finish it before moving on.** Don't jump from one job to the next without completing it.
18. **Do it now.** Procrastinating drains our energy. By just getting the job done, we won't have to carry around the heavy bag of "things to do."
19. **Establish "anchors."** Working from home has some challenges. Sometimes our day is a string of things with no pause to refresh. An anchor is a point that breaks up the day and establishes motivation and a deadline to complete tasks. An anchor may be something you do at the same time each day – Walk, workout, have a story break with children, clear emails by 9:00 AM – or a way to treat yourself for completing a project - complete all your booking calls by noon and reward yourself with a Starbuck's Green Tea Frappacino Grande.
20. **Have fun!** Don't take things or yourself too seriously.



With L'BRI you have a great opportunity to plan and balance your time to reach your goals and dreams!