

EFFECTIVE TIME MANAGEMENT!

What if your boss came to you this year and said he would give you a \$10,000 raise if you put in FOUR more hours a week at the office. Would you do it? Okay, then why wouldn't you do it for yourself in your Mary Kay business! Only FOUR hours a week* can add up to an additional \$10,000 to your annual income!

***Four hours is equal to TWO classes a week!**

I can already hear some of you saying..... But I don't HAVE four more hours a week! Don't you? Let's think about it! There are 168 hours in the week..... breaking it down might look something like this:

There are 168 Hours In A Week

168 Hours minus
-56 hours (fulltime job 5 days X 8 hours
plus travel time included)
- 10 hours (errands)
- 7 hours (cleaning)
- 8 hours (children / carpool)
- 10 hours (cooking / clean up)
- 3 hours (church)
Total of 19 hours left unaccounted for in a
week. This is a Full Time Career In Mary Kay!

If you would like more information on
this incredible opportunity please give
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***Plus 56 Hours for sleep**

Remember that TIME is the one thing we can't manipulate! We all have the same 24 hours in the day! Now... ASSUMING that you all sleep 8 hours, work 40 hours, eat 2 hours a day, spend 7 hours each week getting ready to go somewhere, cook and clean almost 3 hours a day, go to church 3 times a week and spend at least 30 minutes everyday in prayer and Bible study AND attend kids' events, go out with your husband, help with homework about two hours a day, you STILL HAVE 14 HOURS EACH WEEK to build your business!!!!!! More than enough time to be a car winner or even become a director! Here's what you can do with 14 hours a week!!

2 Hours - ATTEND YOUR WEEKLY MEETING

5 Hours - ONE POWER HOUR A DAY, MAKING CALLS OR OUT THE DOOR MAKING NEW CONTACTS

4 Hours - TWO CLASSES

2 Hours - TWO TEAM BUILDING INTERVIEWS

1 Hour - OFFICE WORK

Here are some suggestions to make this work!

1. Get control of small amounts of time! It is incredible what can be done in 10 minute intervals while you are waiting for something else to happen! In 10 minutes, you can call 3 customers, clean your mirrors for your next class, straighten a drawer, write a note, wipe down the bathroom fixtures, vacuum one room!

2. HAVE A PLAN! In new consultant training, I teach the Master Plan approach! Get out a weekly plan sheet and plan the ideal MK week! Put in your regular obligations, and then set times for the classes you want to hold, the interviews, the phone time, and your weekly meeting! Color code the MK hours in pink so you can see them clearly! Post where you can see it everyday and then you will be more inclined to work it out. Then do a weekly plan each week! Recognize that a CLASS does not equal a NIGHT out! You can do a lunch hour class, an after work 5:00 class, a 9:00 Nighty-night class! The possibilities are endless!

3. DELEGATE! What are you doing that someone else could do for you! When I turned the grocery shopping over to my husband, I gained a double benefit! Not only does he shop better than I do..... he looks for the best products at the best price..... he also does not buy all the impulse "goodies" that I tend to pick up! As a result, we eat healthier!

4. LEARN TO SAY NO to things you do not need to do! Last year in Bible Study I learned an important principle! EVERY NEED IS NOT MY CALLING! If you don't volunteer or accept a draft to do something, THERE WILL BE SOMEONE ELSE!

5. REMEMBER THAT A CLASS SHOULD ONLY TAKE TWO HOURS MAXIMUM! If you do it the way you have been taught (only the hostess does her eyes), you can do the class in one hour and have one more hour to set up, close the class and get the orders! If you are doing a facial, the same would apply! If it is her first facial, she should not take off her eye make up..... again just do cheeks and lips! THEN you can BOOK her for the color appointment and have her share it with friends! THIS WORKS!!!!

6. REORDERS CAN BE MAILED OR PICKED UP! Once you get them coming to your house, they will come back! You can train your customers! You are wasting big blocks of time if you run out to make a delivery every time you get a reorder! Invest in some mailing bags from the company (they are not expensive) and MAIL! When customers call, you can say something like this: "I'll be mailing all my orders on Friday. Is that soon enough for you or would you like to come by and pick it up before then." Of course, there are always times when a special customer might need something in an emergency and you would run it over to her!

7. MAKE USE OF COMMITTED TIME! I spent two hours waiting in a doctor's office this week! What can you do in that amount of time? Balance your check book, listen to a tape with an earphone plug, book the woman next to you, make a couple of calls on your cell phone (you might want to step outside the office to do that!)..... be prepared to use those amounts of time!

8. DOUBLE UP for MAXIMUM IMPACT! Take a guest to the meeting! You have just combined the interview and the meeting! Interview each hostess after the class! Drop a reorder one your way to another appointment!

9. BE PREPARED! I use tote bags! I have an interview tote (has tapes, CDs, videos, training packets, my recruiting notebook, and agreements) all together! I can pick it up and go in a minute! When you finish a class, clean your mirrors, put back the Styrofoam inserts, washcloths, literature etc.,

10. EVALUATE EACH DAY! Did you use your time wisely? What were the timewasters in your day? How can you change that for the better?