



Time Management

It is often easier to work for someone else than be your own 'Boss'. A major reason why people fail at becoming truly successful is because of poor time management. The attached time planner is designed to help you in this regard.

Complete 4 Planners – one for each week of the month and 'block out' the 5 different activities listed below in different colours and prominently display them in your workspace. This will act as a spontaneous reminder to see that you are doing the most productive thing right now to advance your ACN Business! The following guidelines are in order of priority for completing your planner:

1. Time Off.

You should not attempt to work your ACN business 7 days a week, you will be more effective by working it 6 days a week

2. Family Time/Personal Time.

It is important that you block out special times such as time with spouse, activities with children or personal time for exercise, meditation etc.

3. Work Time.

If you work for a boss or are already self employed these time slots need to be blocked out, as it is not appropriate that you work your ACN business when you are in the employ of someone else.

4. Fixed ACN Commitments.

Here is where you mark off the regular events that are happening in your area such as weekly meetings, Regional Trainings and WinnersWorld Calls/Webinars etc. These are fixed events that you have no power to change. To be successful you need to adjust your times to take advantage of them.

5. Working YOUR ACN Business.

These are the time slots that you need to commit 100% to working your ACN business. Productive activities that are considered as ACN "work" include.

- Contacting and signing up Customers
- Follow up of Customers
- Piquing Prospects interest in your ACN business
- Showing 1 – 10 Business Overview and launching new IBO's
- Reading self-help books, watching/listening to ACN Success stories.

Important.

Most people would spend more time planning a holiday, or even designing a chook-pen or dog-house, than planning their life! Effective Time Planning plays an important role in the process of designing a successful outcome. Unfortunately many people 'fail' in life because, all too often, they fail to plan.

When things in your life seem almost too much to handle, when 24 hours in a day are not enough, remember the mayonnaise jar, and the coffee...

A Professor stood before his philosophy class and had some items in front of him. When the class began, wordlessly, he picked up a very large and empty **mayonnaise jar** and proceeded to fill it with golf balls. He then asked the students if the jar was full. They agreed that it was.

The professor then picked up a box of pebbles and poured them into the jar. He shook the jar lightly. The pebbles rolled into the open areas between the golf balls. He then asked the students again if the jar was full. They agreed it was.

The professor next picked up a box of sand and poured it into the jar. Of course, the sand filled up everything else. He asked once more if the jar was full. The students responded with a unanimous "yes."

The professor then produced two cups of coffee from under the table and poured the entire contents into the jar, effectively filling the empty space between the sand. The students laughed.

"Now," said the professor, as the laughter subsided, "I want you to recognize that this jar represents your life. The golf balls are the important things - God, family, your children, your health, your friends, and your favorite passions - things that if everything else was lost

and only they remained, your life would still be full. The pebbles are the other things that matter like your job, your house, and your car. The sand is everything else - the small stuff."

"If you put the sand into the jar first," he continued, "there is no room for the pebbles or the golf balls. The same goes for life. If you spend all your time and energy on the small stuff, you will never have room for the things that are important to you.

Pay attention to the things that are critical to your happiness. Play with your children. Take time to get medical checkups. Take your partner out to dinner. Play another 18. There will always be time to clean the house and fix the dishwasher. Take care of the golf balls first, the things that really matter. Set your priorities. The rest is just sand.

One of the students raised her hand and inquired what the coffee represented. The professor smiled. "I'm glad you asked. It just goes to show you that no matter how full your life may seem, there's always room for a cup of coffee with a friend."

Eat That Frog by Brian Tracy...

Is an excellent book. It has 21 Great Ways to Stop Procrastinating and Getting More Done in Less Time.

MONTHLY PLANNER



For optimum results this Monthly Planner needs to be read in conjunction with the Time Management/Weekly Planner document: www.winnersworld.com>training>documents.

Regular Weekly Calls/Webinars

Each Sunday Evening

Global Leaders Teleconference
(winnersworld.com/events for details)

Each Monday Evening

WinnersWorld Team Call*
(winnersworld.com/events for details)

Each Tuesday am

WinnersWorld COC call
(by Invitation)

* 3rd Monday each month Team Call to be special Customer Acquisition training.

Once per Month Special Calls/Webinars

First business day each month Evening 'Launch the Month' Webinar

(winnersworld.com/events for details)

Second Monday Evening each month

Special Leadership Call: ETL and higher and 60+ Customer Points
(winnersworld.com/events for details)

First Tuesday each month WinnersWorld TC and higher call

(winnersworld.com/events for details)



WEEKLY PLANNER

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00							
7:00							
8:00		15min Wake Up Call—SVP Karen Rostagno Ph: 03 8672 0100 Code: 271152# 8:00am VIC	15min Wake Up Call—SVP Karen Rostagno Ph: 03 8672 0100 Code: 271152# 8:00am VIC	15min Wake Up Call—SVP Karen Rostagno Ph: 03 8672 0100 Code: 271152# 8:00am VIC	15min Wake Up Call—SVP Karen Rostagno Ph: 03 8672 0100 Code: 271152# 8:00am VIC	15min Wake Up Call—SVP Karen Rostagno Ph: 03 8672 0100 Code: 271152# 8:00am VIC	
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1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00	45 mins Global Leaders Teleconference Ph: 03 8672 0100 Code: 510574# winnersworld.com/events for times						
9:00		30 mins WinnersWorld Team Call Ph: 03 8672 0100 Code: 764144# winnersworld.com/events for times					
10:00							