

HOW TO USE YOUR WEEKLY PLAN SHEET SUCCESSFULLY:

1. Color code the cells of the WPS so that you can easily recognize the work you're doing – example:
 - a. Green – classes or facials
 - b. Yellow – success meeting
 - c. Blue – training events (conference calls, meeting w/Director, meeting w/team member, class or debut for team member)
 - d. Pink – people time either in person (stop by's, deliveries) or on the phone – booking, coaching, follow-up, customer service. Also telephone calls to team members
 - e. Red – computer or office time (non-people time)
 - f. Purple – interviews
 - g. White – faith, family, personal time
2. Set up your week –
 - a. Write in faith, family activities (ex. – devotional time, Church, choir, ball games, kids to McDonald's, etc.)
 - b. Black out time you work at another JOB
 - c. Write in already scheduled Mary Kay appointments – classes, facials, interviews already booked
 - d. Write in success meeting and other training sessions already scheduled
 - e. Look at the time that is left and decide when you will have pink time (see above)
 - f. Choose 2-4 time slots for red time – preferably when you can't do anything with people (early morning, late night)
3. Color code your WPS by clicking in a "cell" (box) and then click "Format", "Borders & Shading", "Shading", select color (see #1 above), "Apply to" – click "cell", and then "OK". You should see the entire "cell" shaded in the color you selected. (Note: colors are very vibrant – so select a light pink, blue, green so that you can read your words through the shading.)
4. Print off your WPS and keep it IN FRONT OF YOU AT ALL TIMES!! Refer to it throughout the day and check off the boxes as you complete the activities.
5. Evaluate your week on Sunday – note the total # of faces, phone calls, interviews you did, the total \$ you sold, and the total hours you worked. Adjust your Mary Kay work weeks as needed to meet the goals you have set for yourself!!

YOU CAN DO IT – REMEMBER:

The more scheduled you are – the more FREEDOM you will have!

If you do what you need to do, when you need to do it – you can do what you want to do, when you want to do it!

Pay now – play later...OR...play now – pay later!! Either way, we have to pay!!

Mary Kay Weekly Plan Sheet

Name: _____

Name: _____

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| 6:00 | | | | | | | |
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