

## Weekly Plan Sheet

So you work another J.O.B.? Want to work your Mary Kay business part-time or full-time, but you just can't seem to get everything done? Start with becoming a Master at organizing your time. Use the Weekly Plan Sheet to organize you time! Let's look at where your time is going now:

Sleep	56 hours	(8 hours/night)
Work	40 hours	(8 hours/day)
Driving	5 hours	
Grooming	7 hours	(1 hour/day)
Eating/Cooking	7 hours	(1 hour/day)
Cleaning/Laundry	7 hours	(1 hour/day)
Church	3 hours	
Shopping/Errands	3 hours	
Family/Friends/ Personal	21 hours	(3 hours/day)
	Total = 149 hours	

168 Actual hours in the week so that's 19 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 7 hours and some of us spend more time in one area and less in another. Adjust your plan to fit your schedule. Now let's look at a proven weekly plan for earning a car:

3 classes per week	6 hours
3 interviews per week	3 hours
Success Meeting	2 hours
Office/Inventory/Paperwork	1.5 hours
Bookings/Scheduling	2 hours
Telephone—Reorders/Misc	2 hours
	Total = 17.5 hours—there's still time remaining!

Use the Weekly Plan Sheet to plan your week. Schedule all your time (family/ church/personal/J.O.B., etc) and color code it using a different color for each activity. You will then be able to see your time that you can dedicate to work your Mary Kay business. Log onto InTouch and in the Search bar in the top right hand corner type, Weekly Plan Sheet, then click search. The link to this form will come up so you can print for the month.