EIGHT STEPS TO GREAT TIME MANAGEMENT

Updated from the original by: Lanissir James

1. Identify your priorities! Decide what is important in your life. Be specific and write your "why" to these priorities. What roles do you have?

2. Get a system to manage your time! Keep your schedule in one place (like on your phone) and keep your information up-to-date on Mary Kay's website so you can access your records from anywhere.

3. Manage your emotions! Spend some quiet time alone to identify why you are so emotional about particular areas of your life. What happened in your past that makes these emotion sneak up on you? (i.e. childhood memories, past failures, negative conditioning, poor role models, etc.)

4. Write out your life management blueprint of success! This idea came from a great book called The Power To Be Your Best by Todd Duncan. So many of us spend more time planning our wardrobe or vacation then planning our life. What do you want to accomplish in 2013? 2014? 2015? 2016? 2017? Without a plan, you will be in the exact same spot year after year after year!

5. Get some help! Learn the art of delegation. You have plenty of people around you who will support you with your roles and your business. Don't play super woman. Don't say you can't afford--say I can't afford not--to have some help. Get creative. There are kids in your neighborhood who would love to make some money to stock your shelf, prepare your bags for skin care classes, or enter your customers online for PCP! There are plenty of jobs you can delegate so that you can free up more time for your priorities--priorities like classes & interviews!

6. Find yourself a mentor! So many women are struggling alone in their roles. You may need several mentors for different areas of your life. Find someone who is doing it the way you would love to do it -- if you were doing it right!

7. Go to work! What good is it if people tell you the right things to do, but you never get to work? Remove all your doubts and fears! Get clear and go to work. Your Mary Kay business will support your efforts to pay for college expenses, purchase a new home, eliminate debt, pay for your vacations, plan for retirement lifestyle, & so much more!

8. Find out what God says about your roles & your time! You know that this step is the most important step towards success. Take the time to read your Bible and see what God says about your roles. Read Proverbs 31 -- look at her roles. What steps did she take to make everything flow together?