DESIGNING YOUR SCHEDULE

* You have an opportunity to DESIGN your life – to make it whatever you want it to be!
   You can make it into a beautiful masterpiece that you are proud of and feel good about the path that you are on each day. By designing a schedule for yourself, you are taking control and being proactive about your destiny rather than letting outside forces designate what you do with your time.

* “Overwhelmed is where women go to hide.”
   Sometimes we let our schedules ‘get away from us’ and we lose sight of our goals. When you act with daily discipline and you wake up each morning with a clearly planned day, you will not feel overwhelmed. You will feel empowered and excited about what is ahead of you because you know it is bringing you closer to your goal!

STEPS TO DESIGNING YOUR TRAINING SCHEDULE

- List your priorities
  - YOU are your number one priority
    - You are only going to be a great mother, wife, leader, etc. when you have your own life in order (what “issues” do you need to resolve?)
    - When an airplane loses pressure, you put the oxygen mask on yourself first and then on your children or anyone who needs assistance.
    - Your faith, mental and physical health are key to leading a balanced life
    - Your Family - what are your family commitments?
  - In Mary Kay we believe in putting your faith first, family second and career third.
    - What is important to your family?
      - Family night, Date night, Sports, Car pool, etc.
    - Your Career - (not necessarily your J.O.B.!) What do you really want to do with your life?!

- Decide on Your Goal
  - S.M.A.R.T.(Specific, Measurable, Action oriented, Realistic, Time-bound)
- Plan!!!
  - Without a goal and a plan, you won't know where you're going or when you get there
  - Plan with the end in mind!
    - Start with the year, then the quarter, month, week, day
  - Trust your compass
    - You may be headed in a different direction than everyone else.
    - John C. Maxwell says, "You will know you are on the path to success when it's uphill the whole way." Needless to say, not everyone is going to be on that path with you!
• Work Smart
  o Work with YOUR priorities and you WILL have balance
  o Work from discipline, not emotion
    ▪ Do what you don’t want to do, when you don’t want to do it, for the short term and you will get to do what you want to do for the rest of your life!
  o Practice makes perfect
    ▪ You must practice the skill to really learn it
    ▪ Take action!
  o Duplicate yourself
    ▪ Mary Kay always taught us to get help (housekeeper, assistant, etc.)
    ▪ Lesson from Dalene White (first MK Consultant, Director & NSD)
      • Book classes!
        o A facial is you
        o A class of 3 triples your effectiveness
          (a class of 5 is you times five…)
    o Find what works for you
      ▪ Be teachable and learn from those who are where you want to be
      ▪ Get to know your personality and build on your strengths
  o Listen to your coach!
    ▪ Your Director wants you to succeed!
    ▪ She is a Director because she has been there and she can get you there too.
• Persist without exception!
  o “Never, ever, ever quit.” Winston Churchill
  o What others take as stumbling blocks are simply stepping stones
• Use the Weekly Plan Sheet!
  o Plan your work & work your plan!
  o Learn the skill of Time Blocking
    ▪ Categorizing your time
    ▪ Take control of scheduling your appointments