

Face Book questions from last week

- Face Book Mechanics -- posting photos and graphics, apps, Kristen
See also Spring 2015 legacy and Leadership #6 & #7
- Face Book Events – contests, give-aways Ashley
- Taking conversations off-line , Face Book pages, FaceBook Time Management Ashley

Recent Report Utilizing Facebook

- 5 new people evaluating the business
- 3 of them are friends that I invited and attended our Facebook Business Event
- 2 of them are friends that I rarely see, but we stay connected on Facebook.
- Living your life out loud can allow people to see what you are all about.

Becky

FaceBook Training Webinars in Archive at
[www. BetterFutureStartsToday.com/____your name](http://www.BetterFutureStartsToday.com/____your name)

🌿 Legacy and Leadership:

Session #6: 2/19/16 > FaceBook is Your Friend

Session #7: 2/26/16 > FB is Your Friend-Part 2

Session #8: 3/5/16 > Face Book Events

🌿 Teaming Up 2014: becky

Session #10: 11/6/14 > Building to Director with FaceBook

A scenic view of Orlando, Florida, featuring the large, illuminated 'ORLANDO' sign in the background. In the foreground, there are palm trees, a body of water with a fountain, and a street lamp. The sky is blue with some clouds.

ORLANDO

Shaklee Special Cash for Orlando Global Conference Incentive

Accumulate 20 Sponsoring Points in any one
month April through June 30

Receive 1 share of \$30,000 (worth at least
\$100 / share)

Accumulate 35 points in any one month

Receive 2 shares ! becky

Monday Wellness Webinars

May 9 – Thyroid Health -- Martha Willmore becky

May 16 – Reset Your Health, Reset Your Eating, Reset Your
Energy, Reset your Life

May 23 -- Acid Reflux

LAST WELLNESS WEBINAR at current link

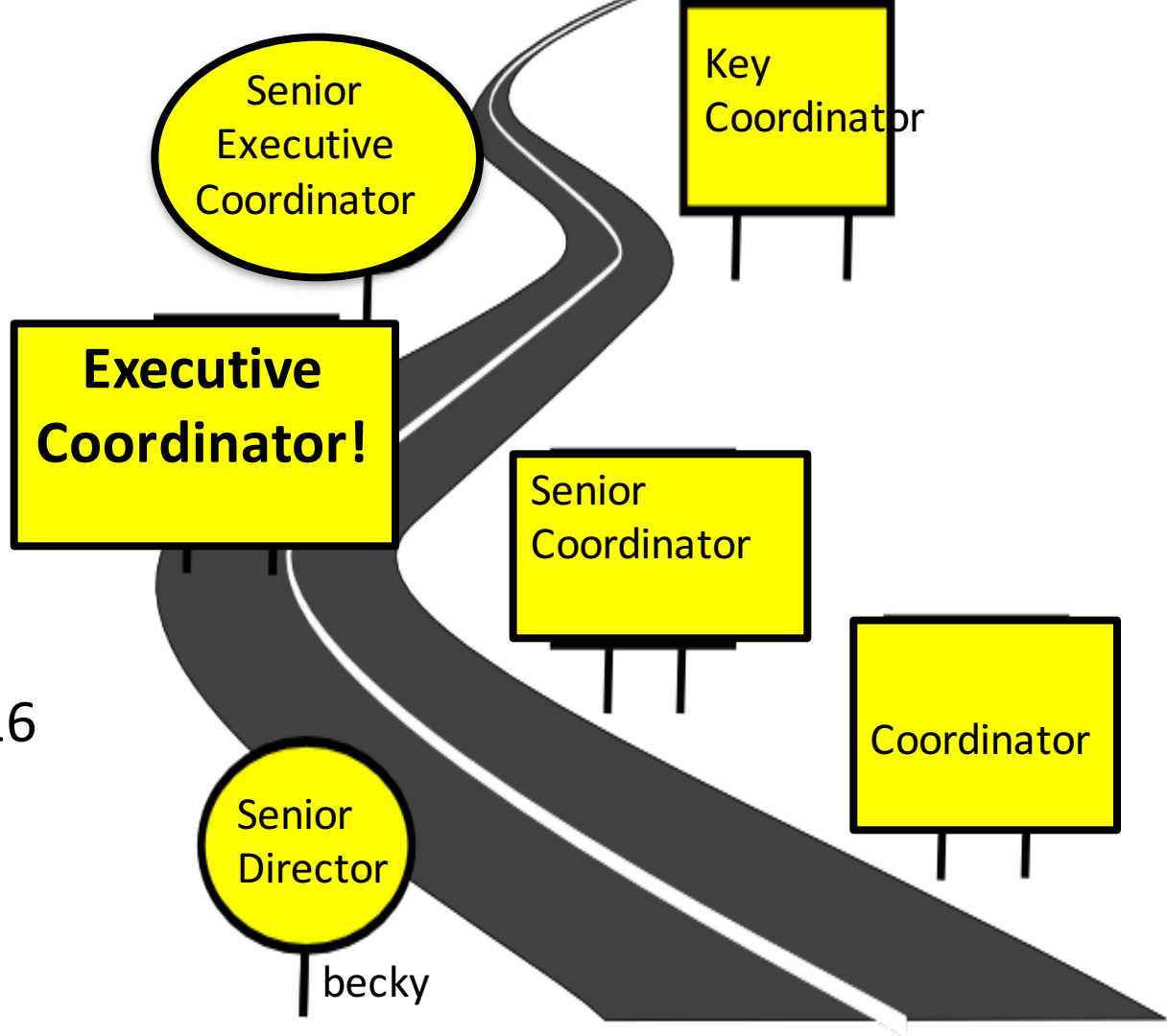
**Schedule resumes Monday August 15 with new registration
link ... go to Learning From the Masters Face Book page for
details when we know them.**

Journey to Executive Coordinator

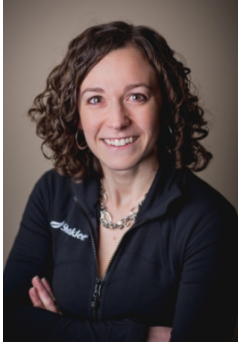
A Study of
Leadership, Personal
Development and
People

Session 7 May 26, 2016

TIME



Our Training Team



Key
Coordinator
Harper Guerra



Senior
Executive
Coordinator
Lisa Anderson



Senior Executive
Coordinator
Katie Odom



Executive
Coordinator
Ashley McDonald



Senior Coordinator
Becky Choate



Master Coordinators
Barb Lagoni & Jo Coogan



becky

Objectives for Session #13 --- Time

After we learn the skills, the activities and the strategies to grow our businesses .. Next step is to get smart about how we use our time. Objectives for this session are:

- To learn how to integrate our business into our life.
- To determine how much time to devote to our business to reach our goals.
- To allocate our time to the most effective and productive activities
- To learn how to work smart and efficiently becky
- To identify time-suckers ... ie FaceBook
- As our businesses grow, to determine who gets our time



I continually remind myself the reason I chose a Shaklee business is now where I put my time is completely up to me .. I want to learn to use it wisely.

How to make it fit???

- How do we take a life that is already full and add this beautiful thing we call a Shaklee business into it?
- Takes thought, and intentionality and purpose to turn our dreams into a reality
- The goal is what Maria Shriver calls .. leading an integrated life .. In which work and family and friends all have a place. ashley

Before We Can Manage our Time, We Must Ask What Do I WANT ?

The first questions to ask ourselves are : harper

- What is our goal for our business ... and
- Why do we want to develop a Shaklee business.
- Is what I am doing every day moving me toward what I want?

“We run our day by the clock ,but we run our life by our goals.
If we don't know our goals, time management is irrelevant.”

You can't do it all.....but you can do what matters.

How Much Time Will You Devote to Your Business?

- 🌱 Is your business a spare time business?
- 🌱 A “left over” time business?
- 🌱 Or a serious business?

Just remember ... A
some time business
produces a some
time income.

How much time we give to our business will reflect the level of urgency we feel for getting to Director and beyond--- ashley

Most people aim for 12 to 15 hours for starters

Consider “clearing the decks” to get to Director in 6 to 8 weeks.

Principle of Business Ownership

Work Now ... Play Later

In the beginning of any business, you devote a lot of time you don't get paid for. .. But this is learn-while-you-earn time.

And give it priority. Make time for it.

Once it is built, you receive on-going residual income ... getting paid for time you invested earlier. ashley

The Rhythm of The Business

In the beginning—the Rhythm is ... becky

Work.. Work. Work . Work Make a little money

Then it's .. Work ... work ... work .. Get money

Then .. Work.. Work .. Money

Then .. Work .. Money .. Money

Then work .. Money .. Money ..money ..money

Where To Put Our Time

- In the first month ...
 - 25% -- learning, training (see 8 Weeks to Director), planning, preparing
 - 75% -- PEOPLE TIME –setting up meetings, appointments, events, activities, making connections
- Later ...
 - 20% -- learning, preparation, reading, leadership development
 - 80% -- People Time – IPA's (Income Producing Activities)
 - Reach-out activities, 3-way calls, events, Face Book connections and posts, customer service calls and strategies, play dates, etc.

harper

Where To Put Our Time

- 🌱 Skilling up (in the beginning first month 25 to 30%)
- 🌱 New contacts (60% first month)
- 🌱 Marketing ONLY 10 % (posting you started a business on Face Book 10% , business cards, flyers in apartment complexes.. New summer body promotion , post cards, Customer Face Book page .. Once you have customers.. helps customers learn about other products and business)
- 🌱 Customer Care -- only after you have customers ... later becomes a great source for new members and distributors. ashley

Enroll Our Families

- 🌱 Schedule a family pow-wow and discuss goals for your business and what it will mean for everyone.
- 🌱 Discuss how each family member can help... and rewards when they do .
- 🌱 Discuss implications and expectations harper

Planning is Key

When we are working with limited time, we have to plan our time well. Once we have dedicated slots of time to our business, we must come to those times prepared to work towards our goals.

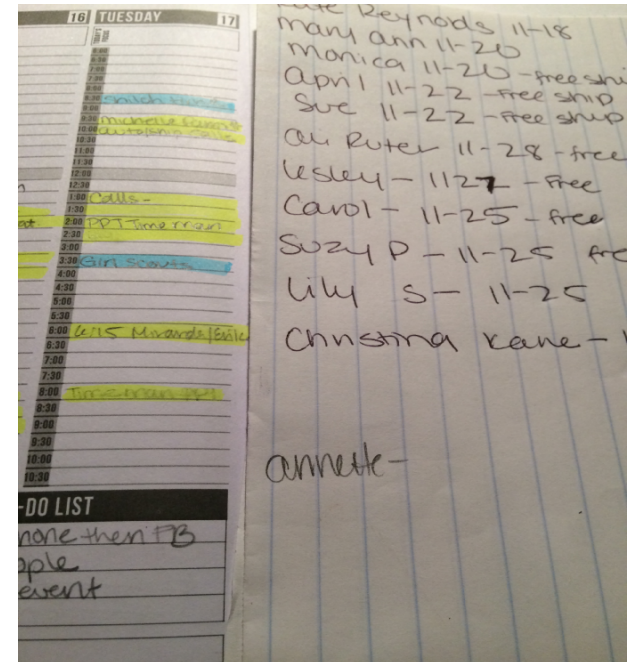
1. Pre-Plan work time
2. Use of a Planner/Working Folder
3. Weekly goals for reach-outs/follow ups
ashley

Teaming Up - Fall, 2014: Session #2 (9/11)
Getting Started 101--working folder; goal boards

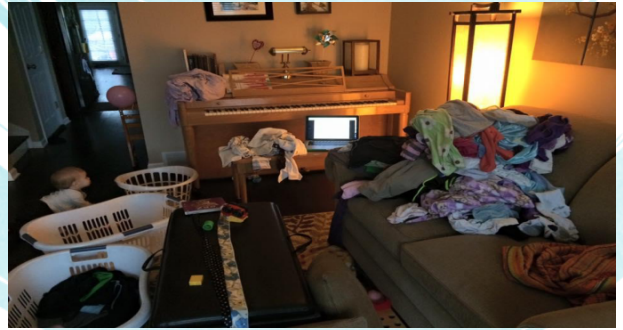
Before bed or 8 am --- plan the day .

Sunday night .. Plan the week

Last day of month – plan the next month.



Working Smart



- Multi-task -- ex -- folding laundry while listening to webinar
-- Use Shaklee Connect app to follow up
- Get organized ---Working Folders/ Day Planners
- Block Shaklee time on the calendar – guard it fiercely --- no personal calls, no personal errands.. We are working now.

Harper

- 🌱 Box of toys , Tammy pulled out when she needed to make a call (Becky)
- 🌱 The Interrupt Rule (Becky)

First Things First

- Develop the habit of making a “To Do” list every night before bed.

(If you wake up without a To Do List, you wake up unemployed.)

- Prioritize the items on the list ...

A – very important .. Do first

B – also important, but never do B’s before A’s

C – would be nice to do

D– delegate

E – eliminate

becky

Finding time in a busy life has to be intentional

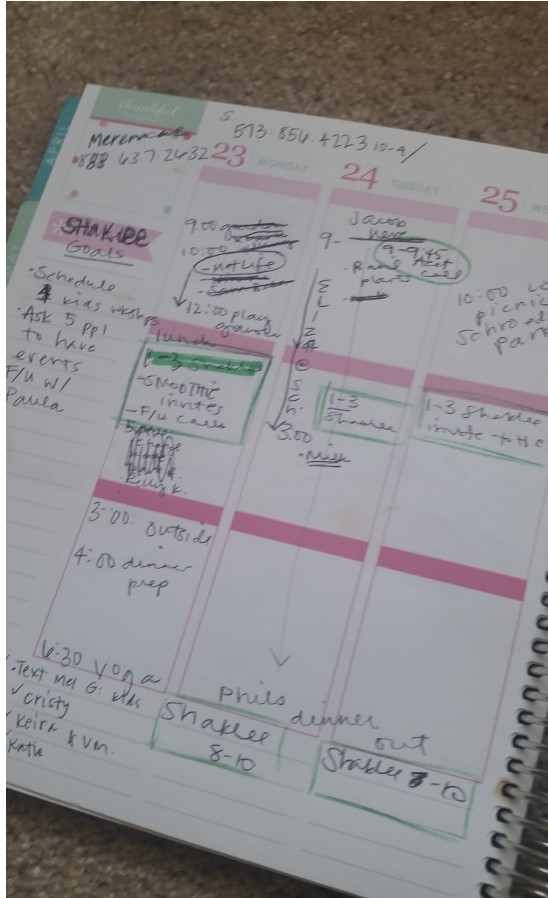
Find the time that is already there, in the car, waiting in line at the school, doing dishes, exercise class

Plan High Energy work for High Energy times in the day

1. Reallocate time Commute
2. Plan time to make the most of the hour
(do your A's and B's first)
3. Get Creative
 - Babysitting co-op
 - Gym child care
4. What can you let go of to reach your goals?
(keeping an immaculate house, TV, time-eaters)

Angie's Shaklee Schedule: Summer Edition

- Map out the month before the month begins
 - ▶ All events (in homes, health chats, FB, etc)
- Map out 2 weeks at a time
- Each day looks almost like a to-do list



Blending, Balancing and Mommy-ing

- Working Folder
- Quiet Time
- Play date trades with a neighbor
- Camps and other activities

| Name | Number | Reason to call | Notes |
|--------------------------|------------------|---|-------|
| Wes [redacted] | in phone | touch base - Leia | |
| Jenny [redacted] | FB msg | business | |
| Stephen [redacted] | in phone | B Complex | |
| Matt [redacted] | in phone | touch base, vitalizer/life, insurance | |
| Melanie [redacted] | in phone | kids workshop | |
| Joe [redacted] | in phone | sch mtg | |
| Peggy [redacted] | email? | reset chat? | |
| Holly [redacted] | in phone | \$25 credit, host event | |
| Amy [redacted] | in phone | Vitalizer, how did Jay like Vitalizer, host event | |
| Kelly [redacted] | in phone | host event | |
| Mykale/Mickey [redacted] | in phone | host event, reset chat | |
| Mariela [redacted] | in phone | herb lax, host event | |
| Katie [redacted] | in phone | kids workshop | |
| Tina [redacted] | in phone | kids workshop | |
| Kelly [redacted] | in phone/FB msg? | business, reset chat | |
| Theresa [redacted] | in phone/FB msg? | check in post-convo, send quality info | |
| Nikki [redacted] | in phone | dance and shake | |
| Sarah [redacted] | phone | kids workshop | |
| Dave [redacted] | phone | 180 TK | |
| Cheryl [redacted] | phone | touch base, reset? | |
| Paula [redacted] | phone | gold pack, 6/1 | |

- Kids Smoothie Workshop: recipes
- Shaklee and Champagne
- FB Event for the business

angie

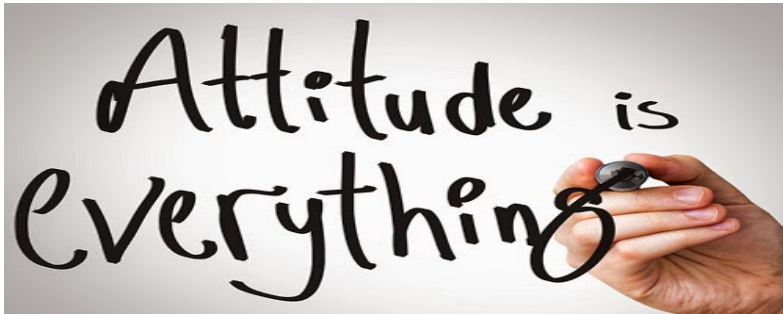


Abundance Thinking vs Scarcity Thinking

Scarcity thinking -- *“I’m so busy” “There’s no way I can get this done” “I have too much to do”*

Abundance Thinking –

*“There’s plenty of time to get everything done that I need to” or
“I can always find time for the things that are important to me”
ashley*



Good attitude & belief will open up your creative subconscious and allow you to work effectively and productively

Summer Mind Set/ Business Mind Set

- There is plenty of time for business and summer fun
- Summer time just takes extra planning.
- Gave herself 215% RAISE this year and advanced to Senior Coordinator

Kristen



As Our Team Grows – We Can Start Running Out of Time... So, question is ...Who Gets Our Time?

- At beginning of the month – we will want to first check in with business partners to review their plan and activities for the month... then we work with our personal group... that's how we duplicate our efforts.. And leverage our time. harper
- 80/20 Rule --
 - 20% of our leaders Will produce 80% of our OV.
 - 20 % of our customers will produce 80% of our PGV.
 - therefore, we give 80% of our time to the 20%-ers

Beware the Time-Suckers

- FaceBook can be a powerful tool for connection and attraction ... as people see the importance of the work we do , the fun we have and the friendships and community we love . ..
- It can also waste valuable time. We will want to learn how to use it wisely.
- TV
- Some people are talkers – Never participate in any gossip or criticism of others .. NEVER ...
 - We will want to learn how to separate from negative energy
 - and how to tactfully let people know we only have 5 minutes, “so let’s make sure we get to the important things you wanted to discuss.”

Kristen

Face Book Time Management – Do's and Don'ts

- 🌱 Limit your number of pages .. Personal , business, team (only if necessary.. Better to work with upline to share larger team page), etc
- 🌱 Be consistent with posting .. Daily is great .. But be subtle ...80% personal, 20% Shaklee related ..

Ex --"So grateful to have the time to go to the park with my kids today
Mommy's easy snack go-to (Shaklee snack bar photo)
No better way to get veggie sin your kids in the morning than to add to a
yummy smoothie .. With photo
That's living your business out loud"

- DON'T have Face Book open while working . ashley

- **Procrastination** – a reflection of fear and ambiguous about next steps.
- **Distractions** – we want to learn how to manage the normal events, concerns and family challenges that will always appear. We all have them and learn to attend to them and still manage to work our business ..
 - Preparation and pre-planning before holidays and vacations allow us to maintain our businesses easily.

- **Inconsistency breeds inefficiency**

Kristen





Take time for yourself

- We must also be healthy and care for ourselves
 - Celebrate the successes
 - Live in gratitude for the gift of life
 - Give yourself permission
 - We can't serve others if we have not taken care of ourselves
- harper

Action Steps for Session #13

Time

- Decide what our goal is for next 90 days .. By end of August , where do we want our business to be .
- Get creative as to how we will open up blocks of time to devote to our events and appointments.... Where can we delegate, use time more efficiently (with people...not papers; with IPA's .. Income-producing activities... not frittering on FaceBook)
- Block the time on our weekly calendars when we will be working our Shaklee business
- Now set up our summer events for the month of June .. For example, ... that would produce 10 new customers and potential business partners.
- Identify your time suckers.

becky

🌱 Develop the habit of keeping a notebook by your bedstand and making a to do list every night for the next day. .. Or in the morning .. A TO DO LIST Daily