

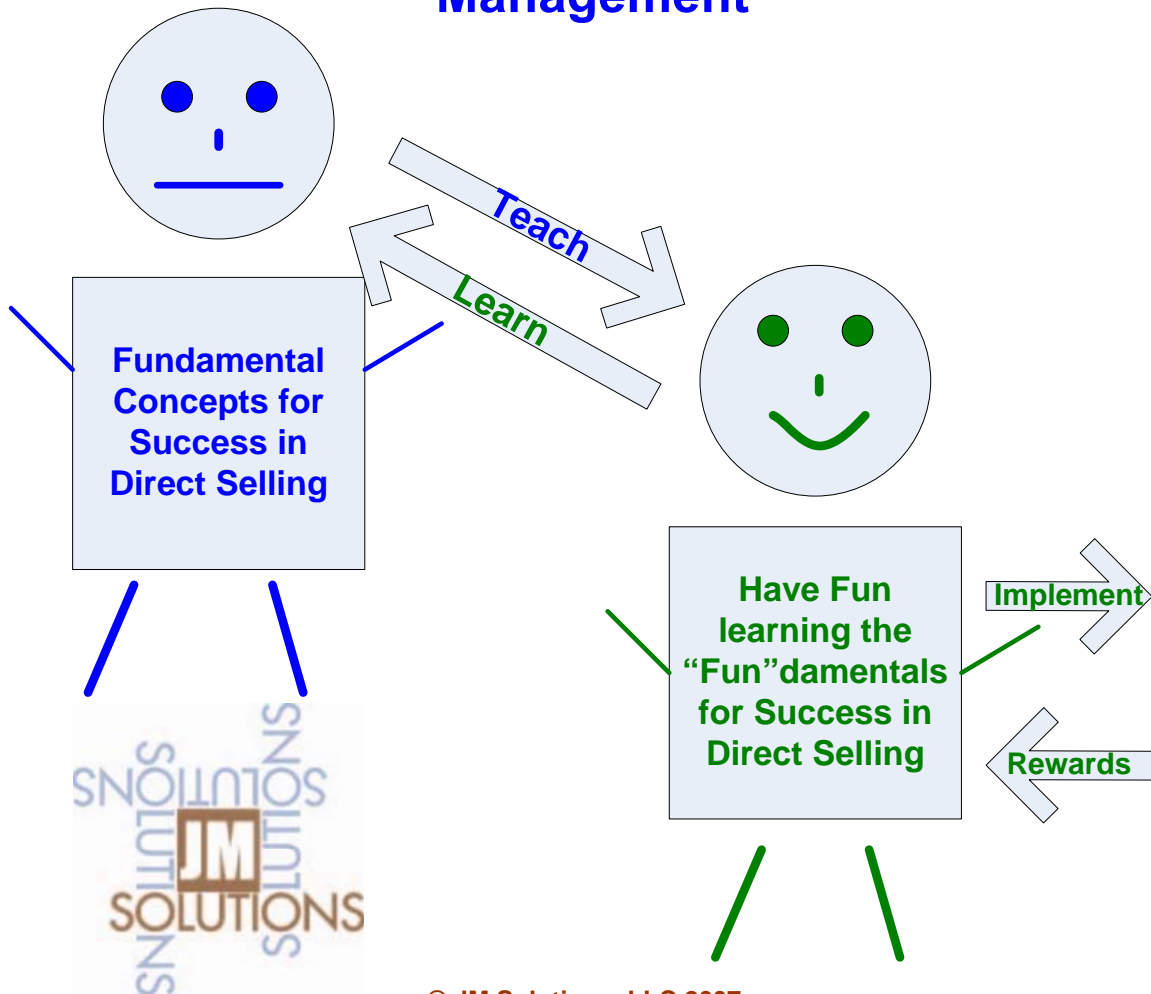
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# The "Fun"amentals of Time Management



# “Fun”damentals of Time Management



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# The “Fun”damentals of Time Management

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# The “Fun”damentals of Time Management

## The Time of Your Life!

### Track 1: Introduction

Hi, I’m Janice Mazibrook, President of JM Solutions. I’ve been in Direct Selling for 30 years and I’ve had fun all the way through. I could have had even more fun, however, if I’d understood how to maximize my time. I’ve sold, I’ve recruited and I’ve built huge organizations. Now I’m going to share with you what I’ve learned so that you’ll be able to bypass any of the pitfalls regarding time that I experienced and go right for the fun stuff.

This workbook is my FREE gift to you. I’m a meat and potatoes type of gal so this seminar gets right into the nuts and bolts about time and ends with some specific recommendations on how to allot your time based on your level as a direct seller or leader. These observations were compiled over 30 years and, as I say in my CD, are based on the activities of hundreds of leaders. The workbook is divided into the tracks that are on my training CD. That way if you’ve missed anything, you can go to that specific track and fill in the missing blanks.



So welcome to The Time of Your Life: *The “Fun”damentals of Time Management for Direct Sellers.*

Does time seem to disappear? Is the day gone before you know it? Do you look back on the day and wonder where the time went? Do you feel stressed that time seems to be out of control? Is this stress interfering with the fun times in your life? Are you sacrificing the fun times to make up for the lost time? If you said YES to any of these questions, this is the seminar for you!

Today we’re going to talk about time and how to use it effectively so you can put balance back in your life....and in a balanced life the fun times are again abundant.

A handwritten signature in blue ink that reads "Janice Mazibrook".

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## Track 2: The Truth About Time

We have a lot of sayings about time:

- “I just don’t have time to...do something.”
- “I’ll do it later when I have more time.”
- “I lost time when...something happened.”
- “How time flies when you’re having fun.”
- “The minutes are dragging by.”
- “Can I have a minute of your time?”
- “She seems to have a lot of time on her hands.”
- “He has more time than I do.”
- “We are out of time.”
- “Give me a minute.”



### The Truth About Time

There is an old adage: \_\_\_\_\_ is  
\_\_\_\_\_.

Not true! \_\_\_\_\_ is a million times more valuable than money.

**Time = Life!**

*“Does thou love life? Then do not squander time,  
for that is the stuff life is made of!”*

Ben Franklin



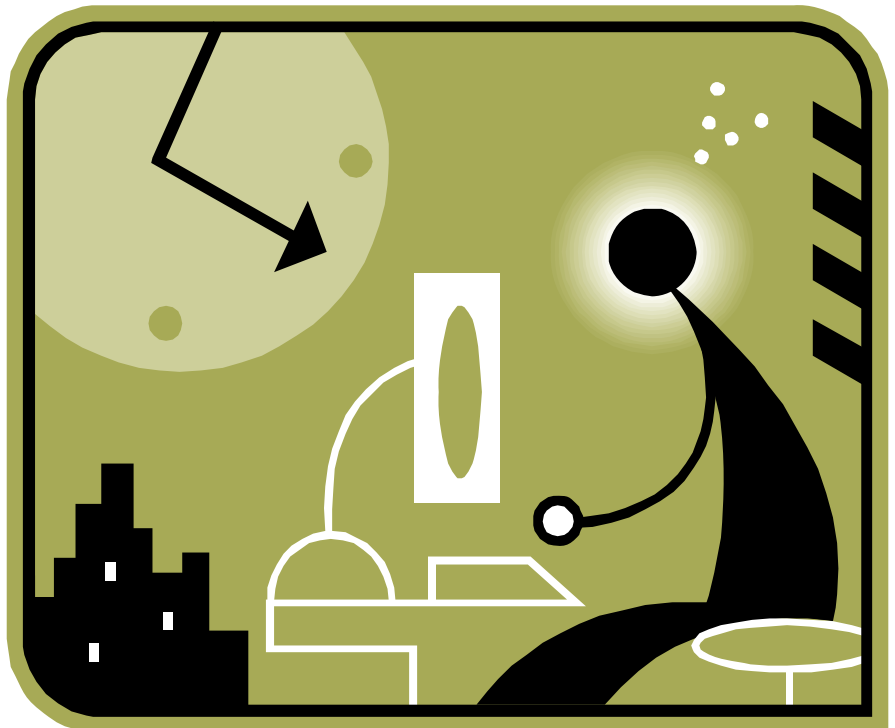
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You cannot:

\_\_\_\_\_ time  
\_\_\_\_\_ time  
\_\_\_\_\_ time

Time does not drag by, time does not fly, no one has more time than you, and you will not have more time tomorrow than you have today.

Time is the great \_\_\_\_\_. We all have the same amount of time: 60 seconds per minute, 60 minutes per hour, 24 hours a day, 168 hours per week, and 8,760 hours per year. Time is non-judgmental; it treats everyone the same!





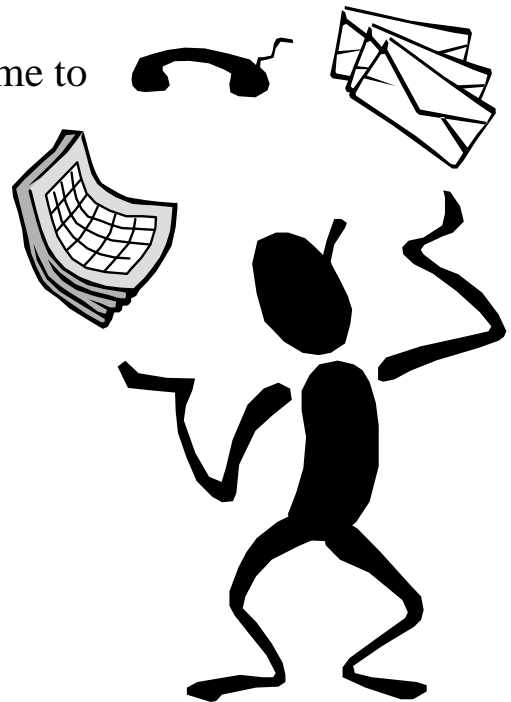
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## Track 3: Self-Management

You can't \_\_\_\_\_ time. It just is. So it is not Time Management...it is \_\_\_\_\_Management.

### Three Approaches to Self Management:

1. Do \_\_\_\_\_ so you have more time to do each thing.
2. Do things \_\_\_\_\_: Be more \_\_\_\_\_.
3. Be more \_\_\_\_\_.



It is better to be more \_\_\_\_\_ than to be more \_\_\_\_\_.



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## Track 4: Your Purpose and Priorities

Time is like any other resource...you must always focus on Return on Investment. We use it wisely by doing the right things versus just doing things right.

How do I know what the right things are?

Identify your PURPOSE and Objectives. Then set \_\_\_\_\_ term goals, intermediate \_\_\_\_\_, and \_\_\_\_\_ goals.

Notes:

A large blue ribbon award with a yellow center is positioned over a series of horizontal lines for notes. The ribbon has a scalloped edge and a yellow circular center. The lines are horizontal and extend across the width of the page.





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One of the right things to do in direct selling is to:

\_\_\_\_\_ your \_\_\_\_\_  
rate!

- How many people do you have to talk to book a party? \_\_\_\_\_
- How many people do you have to talk to schedule a recruiting interview? \_\_\_\_\_
- How many interviews do you do to sign a new consultant? \_\_\_\_\_

## Identifying Your Purpose

Examples of a Purpose:

#1. *“My purpose for being is to reach out and make a difference in the lives of thousands of people. At the same time I want to gain the financial strength to provide the education my children need so that they can be successful and do the same for my grandchildren and so on for generations to come.”*

#2. Janice’s Purpose:

*“My Purpose in life is to make a positive difference in the lives of others by showing them there is an opportunity to have more, achieve more, and be more than they would have otherwise. If I can look back and say I made just one person happier than they were before because I can show them they have hope and choice, then I will have accomplished the basic aspect of my Purpose. If I can look back and say I brought joy into the lives of hundreds or even thousands, my life goal will be fulfilled. And if I can find a person to share my dream*



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*and live it with me, then the ultimate purpose of my life has been realized.”*

## Now identify your Purpose:

Close your eyes. Pretend you are 95 years old. You’re sitting in a rocking chair on the porch. You feel the warmth of the sun, the gentle breeze. You smell the sweet fragrance of orange blossoms. You are thinking back on your life. What things do you want to be remembered for?



Write these things down...they are the basis of your Purpose.

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## Track 5: The 5 Commandments of Resource Management

1. Resource Management, like everything else in life, is a \_\_\_\_\_.
2. Resources are limited and therefore, must be \_\_\_\_\_.
3. In order to maximize resources, you must \_\_\_\_\_ where to focus your resources to get the best \_\_\_\_\_.
4. The best return depends on what you want the \_\_\_\_\_ to be.
5. You must take \_\_\_\_\_ on your choice to make it a \_\_\_\_\_.

Notes:

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## Track 6: Time Robbers

Group A: Imposed on us	Self- Management step to eliminate or reduce this time robber	Group B: Self-Imposed	Self- Management step to eliminate or reduce this time robber
Interruptions		Failure to delegate	
Waiting for answers		Poor attitude	
Unclear job definitions		Personal disorganization	
Unnecessary meetings		Absentmindedness	
Too much work		Failure to listen	
Poor communications		Indecision	
Shifting priorities		Socializing	
Equipment failure		Fatigue	
Disorganized boss/leader		Lack of self-discipline	
Red tape		Leaving tasks unfinished	
Lack of coordination		Paper shuffling	
Misleading of others		Procrastination	
Peer demands		Unclear personal goals	
Revised deadlines		Poor planning	
Lack of authority		Perfectionism	
Emergencies		Attempting too much	

Taken from: *The 10 Natural Laws of Successful Time and Life Management* by Hyrum Smith

The good news is that we can eliminate \_\_\_\_\_% of Group B and Group A can be minimized by \_\_\_\_\_%.

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## Track 7: 22 Steps To Keep Time Robbers Under Control

1. Use a \_\_\_\_\_  
 \_\_\_\_\_ . Did you know that the average person spends \_\_\_\_\_ minutes a day looking for common-place information such as telephone numbers, addresses and notes? Find a system that you like: Franklin Planner, Time Max, Day Runner, Day Timer, Day Planner, PDA. It doesn't matter as long as you \_\_\_\_\_ it.
- 
2. Use one and only one system for your \_\_\_\_\_ and \_\_\_\_\_ planning.
  3. Keep your planner with you \_\_\_\_\_.
  4. Identify your \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. Then create a list of daily activities necessary to achieve this: A TO DO LIST. Do this at night before you go to bed.

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5. \_\_\_\_\_ your activities with the ABC system.

Ask the 4 major questions:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

6. Schedule \_\_\_\_\_ of time for your activities.

- Start with spiritual and family commitments first.
- Schedule 30 minutes per day for exercise.
- Schedule your \_\_\_\_\_ activities; forget \_\_\_\_\_ and \_\_\_\_\_.
- Eat the crust first. In other words do the \_\_\_\_\_  
\_\_\_\_\_ activities first.

7. Take a ½ day each month to \_\_\_\_\_ your business. Set your goals and outline your action plans. This is the map that keeps you focused.



8. \_\_\_\_\_ interruptions.

- Set Office Hours and \_\_\_\_\_ them.
- Use an answering machine with call screening.



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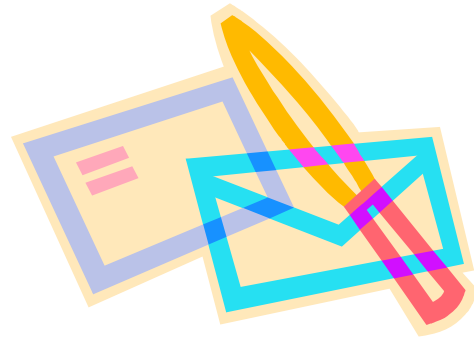
- Do not answer the door unless you are expecting someone.
- If at all possible, have a quiet place to work where you can

\_\_\_\_\_.

9. Understand the difference between \_\_\_\_\_ and \_\_\_\_\_.

10. Eliminate the \_\_\_\_\_.

- Set aside a block of time each day to handle mail.
- Use the “D File” approach
  - ✓ Drop it
  - ✓ Delay it
  - ✓ Delegate it
  - ✓ Do it
  - ✓ File it
- Mark the corner of the paper every time you touch it. If it gets 4 marks...Trash it!



11. Become \_\_\_\_\_ - \_\_\_\_\_.

- Put it away
- If you have more than you can put away \_\_\_\_\_ - \_\_\_\_\_!



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- Use the Just Like Christmas or Better Than a Birthday approach!
12. Overcome \_\_\_\_\_.
- There is a point of diminishing returns on your time. Decide at what point your task is done well enough to meet a need and \_\_\_\_\_ there.
13. Learn to say \_\_\_\_\_.
14. Use \_\_\_\_\_ of time.
- Things happen that are out of our control. We spend lots of time waiting...waiting for doctors, dentists, waiting at stop lights, waiting for kids, husbands, friends. Keep things to do while you wait.
  - Keep note cards with you to write to your team.
  - Keep audio training, self-talk, self-development tapes/CDs to listen to in the car or as you walk.
  - Listen to books, training tapes, self-talk scripts while cooking, cleaning, and dressing.
  - Keep reading materials in the bathroom.





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15. Develop a \_\_\_\_\_ plan!
  
16. \_\_\_\_\_
  - Read for concepts and ideas instead of words.
  - Keep a highlighter with you and always highlight KEY thoughts.
  - Try the “rip and read” method. Skim through publications, tearing out the information of special interest. Toss the periodical and keep the articles in a file marked “On The Go Reading”. Use waiting time to read.
  
17. Do things in \_\_\_\_\_
  - If you have a car and get gas....fill it up.
  - Plan meals for a week at a time (2 weeks is even better) and buy all at once. Bulk buying is also more economical.
  - Cook several meals at once and freeze them.
  
18. \_\_\_\_\_ household activities to family members.
  
19. Do it \_\_\_\_\_; not \_\_\_\_\_!
  - Make prospecting calls now. Don’t put them off until later.



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- At home: hang it up or put it in the laundry. It takes almost as many muscle movements to walk over and throw it on a chair as to put it on a hanger.
- Clean up the dishes as you use them. Get a dish soap dispenser with a sponge head and wash that spoon, cup or pot now.

20. \_\_\_\_\_ on activities.

21. \_\_\_\_\_ every day. Don't confuse motion with action. At the end of the day, you should know what you did and how much time you spent doing it.

- Did your time match your Purpose, objectives, goals and priorities?
- The average couple spends \_\_\_\_\_ a week in one-on-one conversation!

22. Use a \_\_\_\_\_!

***“If you don't know what you did with your time, you don't know what you did with your life. If you don't know what you did with your life, how will you ever know what you could have done?”***

**-Janice Mazibrook**



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## Track 8 Time Allocation Guidelines for Direct Sellers

**Direct Sellers and Leaders: Where do I spend my time?**

**Consultants:**

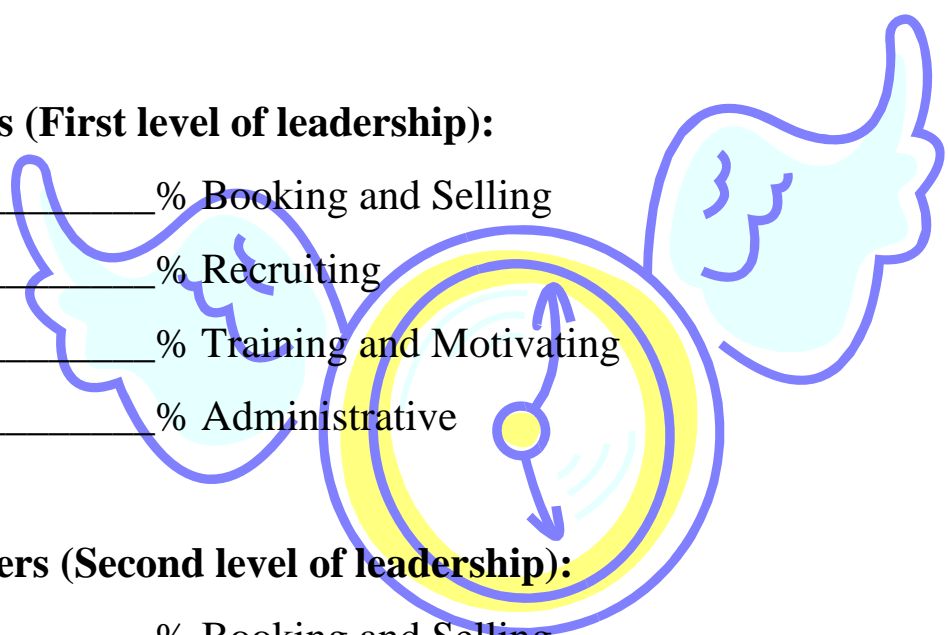
- \_\_\_\_\_ % Booking and Selling
- \_\_\_\_\_ % Recruiting
- \_\_\_\_\_ % Administrative

**Leaders (First level of leadership):**

- \_\_\_\_\_ % Booking and Selling
- \_\_\_\_\_ % Recruiting
- \_\_\_\_\_ % Training and Motivating
- \_\_\_\_\_ % Administrative

**Managers (Second level of leadership):**

- \_\_\_\_\_ % Booking and Selling
- \_\_\_\_\_ % Recruiting
- \_\_\_\_\_ % Training and Motivating
- \_\_\_\_\_ % Administrative



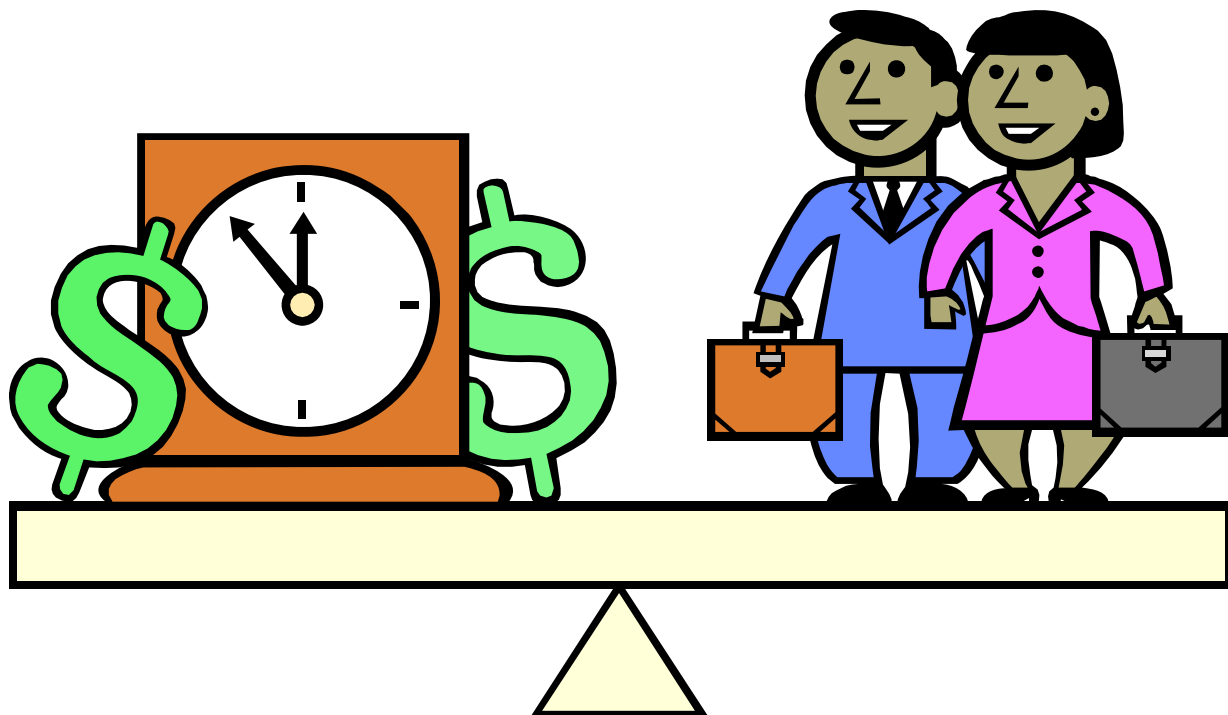
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## Executive Managers (Third level of leadership):

- \_\_\_\_\_ % Booking and Selling
- \_\_\_\_\_ % Recruiting
- \_\_\_\_\_ % Training and Motivating
- \_\_\_\_\_ % Administrative

## Directors (Highest levels of leadership):

- \_\_\_\_\_ % Booking and Selling
- \_\_\_\_\_ % Recruiting
- \_\_\_\_\_ % Training and Motivating
- \_\_\_\_\_ % Administrative





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## Assignments:

1. Now go back to the Time Robbers. In the space provided write down the step(s) that will eliminate or reduce the impact of that robber on your time.

2. Write down The Three Most Important Things you learned today

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

3. Write down The Three Actions I Will Take with what you learned

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

