

		_	Mary Kay V	Mary Kay Weekly Plan Sheet	Sheet		
Name:					Week of :		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
00:9							
7:00							
8:00							
00:6							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
2:00							
00:9							
7:00							
8:00							
00:6							
10:00							



### **BRAIN DUMP**

- List all the tasks, to dos, reminders here if it comes to mind release it by writing it down
- Write 'D' next to everything you can delegate
- Put an \* next to any item that is a 'must complete this week'

**PERSONAL** 

**BUSINESS** 



# MY BIZ THIS WEEK— refer to monthly list of contacts & decide who to focus on this week

Contacts to book/reason, customer service follow up, appointments to coach / pre-profile

Prospective team members, Career Chat follow up, guests

# **WEEK PLANNING**

Banner Goals for the Year:	Top Three Goals for the Month:
1	1
2	2
3	3
Top Three Goals for the Week:	Three Most Important Events for the Week:
1	1
2	2
3	3

# **WEEKLY HABIT TRACKER**

Behavior/Action	Mon	Tues	Wed	Thr	Fri	Sat	Sun	Achieved	Goal	Net
					_					_

Personal Development Materials I'm Studying This Week:	Skills I'm Developing and Practicing This Week:
	- <del></del>
WEEKLY REVIEW	
Wins:	Losses:
1	1
2	2
3	3
Fixes:	Ah-HAs:
1	1.
2	2
3	3
What Else I'm Grateful for This Past Week:	
What Else I Learned from Personal Development an	nd Skill Improvement Study this Week:



5:00 AM	2:00 PM	
		TODAY'S GOAL:
6:00	3:00	CALLS
		SALES
7:00	4:00	FACES
		BOOKINGS
8:00	5:00	BOOKINGS L
9:00	6:00	DINNER
		DIMNER
10:00	7:00	
11:00	8:00	
12:00 PM	9:00	
1:00	10:00	

DELEGATE:	
	1.
	*:



TO DO LIST COMPLETE?	

TIME A	BC B	ΙZ	6
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#### TO BOOK:

**CUSTOMER SERVICE:** 

COACH / PRE-PROFILE:

**CAREER CHATS:** 

**GUESTS TO INVITE:** 

**RELATIONSHIP BUILDING / NETWORKING**:





TODAY'S GOAL: CALLS
CALLS
SALES □
faces
bookings
DINNER





TIME	ABC	BIZ 6	PERSONAL / FAMILY TO DO
		1	
		2	
		3	
		4	
		5	
		6	

TO BOOK: CUSTOMER SERVICE:

COACH / PRE-PROFILE: CAREER CHATS:

GUESTS TO INVITE:

RELATIONSHIP BUILDING / NETWORKING:



5:00 AM	2:00 PM	
		TODAY'S GOAL:
6:00	3:00	CALLS
		SALES
7:00	4:00	
		FACES
8:00	5:00	bookings 🔲
9:00	6:00	DINNER
10:00	7:00	
11:00	8:00	
12:00 PM	9:00	
1:00	10:00	





PERSONAL	/	FAMILY	TO	DO

\_\_\_\_ 5. \_\_\_\_

\_\_\_\_ 6. \_\_\_\_

TO BOOK: CUSTOMER SERVICE:

COACH / PRE-PROFILE:

**CAREER CHATS:** 

**GUESTS TO INVITE:** 

RELATIONSHIP BUILDING / NETWORKING



5:00 AM	2:00 PM	
		TODAY'S GOAL
6:00	3:00	CALLS 🔲
		SALES
7:00	4:00	FACES
8:00	5:00	bookings 🔲
9:00	6:00	DINNER
		DINNER
10:00	7:00	
11:00	8:00	
12:00 PM	9:00	
1:00	10:00	

DELEGATE:	EVENING:

TIME ABC BIZ 6

PERSONAL / FAMILY TO DO

1.

\_\_\_ 2.\_\_\_

\_\_\_\_ 3. \_\_\_\_\_

\_\_\_\_ 4. \_\_\_\_

\_\_\_ 5. \_\_\_\_

\_\_\_ 6. \_\_\_\_

TO BOOK: CUSTOMER SERVICE:

COACH / PRE-PROFILE: CAREER CHATS:

GUESTS TO INVITE: RELATIONSHIP BUILDING / NETWORKING:





5:00 AM	2:00 PM	TODAYIC COAL
		TODAY'S GOAL:
6:00	3:00	CALLS
		SALES
7:00	4:00	
		FACES
8:00	5:00	BOOKINGS
9:00	6:00	DINNER
		DITTILL
10:00	7:00	
11:00	8:00	
12:00 PM	9:00	
1:00	10:00	



WHAT IS THE MAIN EVENT?	TO DO LIST COMPLETE?
TIME ABC <b>BIZ 6</b>	PERSONAL / FAMILY TO DO
2	_
<b>3.</b>	_
4	_
5	_
6	_
TO BOOK:	CUSTOMER SERVICE:

COACH / PRE-PROFILE: CAREER CHATS:

GUESTS TO INVITE: RELATIONSHIP BUILDING / NETWORKING:



5:00 AM	2:00 PM	
		TODAY'S GOAL:
6:00	3:00	CALLS
		SALES
7:00	4:00	
		faces
8:00	5:00	$\_$ bookings $\square$
9:00	6:00	DINNER
		DII 11 1EK
10:00	7:00	
11:00	8:00	
12:00 PM	9:00	
1:00	10:00	

DELEGATE:	EVENING:

TIME	ABC	BIZ 6
		1
		2
		3
		4
		5
		6.

TO BOOK: CUSTOMER SERVICE:

COACH / PRE-PROFILE: CAREER CHATS:

GUESTS TO INVITE: RELATIONSHIP BUILDING / NETWORKING:



5:00 AM	2:00 PM	
		TODAY'S GOAL
6:00	3:00	CALLS
		SALES
7:00	4:00	FACES
8:00	5:00	bookings
9:00	6:00	DINNER
		DITTILL
10:00	7:00	
11:00	8:00	
12:00 PM	9:00	
1:00	10:00	

DELEGATE:	EVENING:

TIME	ABC	RIT 9	

1. \_\_\_\_\_

\_\_\_\_ 2. \_\_\_\_

\_\_\_ 3. \_\_\_\_

\_\_\_ 4. \_\_\_\_

\_\_\_ 5. \_\_\_\_

\_\_\_ 6. \_\_\_\_

#### TO BOOK:

COACH / PRE-PROFILE:

**GUESTS TO INVITE:** 

FOLLOW UP / REMINDER:

**CUSTOMER SERVICE:** 

**CAREER CHATS:** 

RELATIONSHIP BUILDING / NETWORKING







		Saturday																	
		Friday																	
Sheet	Week of :	Thursday																	
Mary Kay Weekly Plan Sheet		Wednesday																	
Mary Kay V		Tuesday																	
		Monday																	
		Sunday																	
	Name:		00:9	2:00	8:00	00:6	10:00	11:00	12:00	1:00	2:00	3:00	4:00	2:00	9:00	7:00	8:00	00:6	10:00

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# MEAL PLAN | GROCERY





- Write 'D' next to everything you can delegate
- Put an \* next to any item that is a 'must complete this week'

**PERSONAL** 

**BUSINESS** 

# MY BIZ THIS WEEK— refer to monthly list of contacts & decide who to focus on this week

Prospective team members, Career Chat Contacts to book/reason, customer service follow up, appointments to coach / pre-profile follow up, guests

### **WEEK PLANNING**

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1	<b>1.</b>
2	2
3	
Top Three Goals for the Week:	Three Most Important Events for the Week:
1	1
2	2
3	3

### **WEEKLY HABIT TRACKER**

Behavior/Action	Mon	Tues	Wed	Thr	Fri	Sat	Sun	Achieved	Goal	Net
				_						

Personal Development Materials I'm Studying This Week:	This Week:
WEEKLY REVIEW	
Wins:	Losses:
1	1
2	2
3	3
Fixes:	Ah-HAs:
1	1
2	2
3	3
What Else I'm Grateful for This Past Week:	
What Else I Learned from Personal Development ar	nd Skill Improvement Study this Week:



5:00 AM	2:00 PM	
		TODAY'S GOAL:
6:00	3:00	CALLS
		SALES
7:00	4:00	FACES
8:00	5:00	BOOKINGS
9:00	6:00	DINNER
10:00	7:00	
11:00	8:00	
12:00 PM	9:00	
1:00	10:00	

DELEGATE:

EVENING:

TIME ADO BIT 6

PERSONAL / FAMILY TO DO

?	

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		1.

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TO BOOK:

**CUSTOMER SERVICE:** 

COACH / PRE-PROFILE:

**CAREER CHATS:** 

**GUESTS TO INVITE:** 

**RELATIONSHIP BUILDING / NETWORKING:** 







OO LIST COMPLETE?	

TIME A	BC BIZ 6	PERSONAL / FAMILY TO DO
	1	
	2	
	3	
	4	
	5	
	6.	

**CUSTOMER SERVICE:** 

COACH / PRE-PROFILE:

**CAREER CHATS:** 

**GUESTS TO INVITE:** 

TO BOOK:

**RELATIONSHIP BUILDING / NETWORKING:** 





5:00 AM	2:00 PM		
			TODAY'S GOAL:
6:00	3:00		CALLS
			SALES
7:00	4:00		FACES
8:00	5:00		bookings
9:00	6:00		DINNER
10:00	7:00		
11:00	8:00		
12:00 PM	9:00		
1:00	10:00		
DELEGATE:		EVENIN	G:

D LIST COMPLETE?	

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TIME ABC BIZ 6

TO BOOK:

**CUSTOMER SERVICE:** 

COACH / PRE-PROFILE:

**CAREER CHATS:** 

**GUESTS TO INVITE:** 

**RELATIONSHIP BUILDING / NETWORKING**:



5:00 AM	2:00 PM	
		TODAY'S GOAL:
6:00	3:00	CALLS
		SALES
7:00	4:00	
		FACES
8:00	5:00	BOOKINGS
9:00	6:00	DINNER
10:00	7:00	
11:00	8:00	
12:00 PM	9:00	
1:00	10:00	

DELEGATE:	EVENING:

TO DO	LIST	COMPLETE?	

TIME	ABC	BIZ 6
		1
		2
		3
		4
		5

TO BOOK:

**CUSTOMER SERVICE:** 

COACH / PRE-PROFILE:

**CAREER CHATS:** 

**GUESTS TO INVITE:** 

**RELATIONSHIP BUILDING / NETWORKING:** 





5:00 AM	2:00 PM	
		TODAY'S GOAL:
6:00	3:00	CALLS
		SALES
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8:00	5:00	BOOKINGS
9:00	6:00	DINNER
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1:00	10:00	

DELEGATE: EVENING:

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### TO BOOK:

### COACH / PRE-PROFILE:

#### **GUESTS TO INVITE:**

FOLLOW UP / REMINDER:

### **CUSTOMER SERVICE:**

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### **RELATIONSHIP BUILDING / NETWORKING:**





5:00 AM	2:00 PM	
		TODAY'S GOAL:
6:00	3:00	CALLS
		SALES
7:00	4:00	FACES
		FACES L
8:00	5:00	BOOKINGS
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12:00 PM	9:00	
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TO DO LIST COMPLETE?	

TIME ABC	BIZ 6	PERSONAL / FAMILY TO D
	1	
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	4	
	5	
	6	

TO BOOK: CUSTOMER SERVICE:

COACH / PRE-PROFILE: CAREER CHATS:

GUESTS TO INVITE:

RELATIONSHIP BUILDING / NETWORKING:



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5:00 AM	2:00 PM		TODAY'S GOAL:
6:00	3:00		CALLS
			SALES
7:00	4:00		
			FACES
8:00	5:00		$\_$ bookings $\Box$
9:00	6:00		DINNER
			DII 11 1 LIK
10:00	7:00		
11:00	8:00		
12:00 PM	9:00		
1:00	10:00		
DELEGATE:		EVENING	G:

TIME ABC BIZ 6

PFRSONAL	/ FAMILY TO DO

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\_\_\_ 5. \_\_\_\_

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TO BOOK: CUSTOMER SERVICE:

COACH / PRE-PROFILE: CAREER CHATS:

GUESTS TO INVITE:

RELATIONSHIP BUILDING / NETWORKING:



