



# My Daily Plan - Working for Success!

My Awesome Day Schedule! _____, 2009	
 <b>Join Mary Kay's 5 O'Clock Club</b>	
5am	
6am	
7am	
8am	
9am	
10am	
11am	
12noon	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm	
Check weekly/monthly calendar to add my relevant tasks for tomorrow	

	Attitude in Check
	Add One Booking
	Say Affirmations
	Listen to Training CD
	Share News in Guestbook

Mark the Place (Books & Training CD's in progress)

Calls to Make/Notes to Write

Six Most Important Things
1.
2.
3.
4.
5.
6.
...items not completed today will go on top of the list for tomorrow

Time	Personal To Do List...
	1.
	2.
	3.
	4.

My healthy food choices
Breakfast:
Snack:
Lunch:
Snack:
Dinner:
Other:

FOCUS:
Follow One Course Until Successful
Get up by ____ a.m.
Make bed & Dress for Workout
Quiet Time ____ a.m. - ____ a.m.
Breakfast/Take vitamins
Read 1 chapter in book by ____ a.m.
Housework for ____ min./hour(s)
...or yardwork for ____ hour(s)
Shower/Dress by ____ a.m.
Say & Write Affirmations
POWER HOUR: IPA's & Daily Call Sheet
Make Phone Calls (reorders, book facials-classes, call referrals, schedule interviews)
Check Email (limit to ____ min.)
Write Notes (3-5 per day)
Hold Appt's & Hand out 5 Business Cards
Design Tomorrows Schedule
Turn Work Switch to OFF
Scheduled Bed Time = ____ p.m.

My Personal Goals: