



Color your Calendar

When scheduling your hours of operation, balance your activities between those that support your personal business such as prospecting and sponsoring, and those activities that support your team.

Maintaining that balance can be a challenge for many Consultants. They want to pick up the pace of their business. And yet, after a full month's effort, they can't seem to pinpoint where their efforts were directed.

There is a simple solution, and all you need are a few colored highlighter pens and your calendar. If you keep track of your calendar online, simply color-code your calendar entries using your computer software.

- One category (and color) could be your **prospecting activities**. You might highlight all of your personal prospecting and sponsoring activities in **green**. This includes prospecting calls, Launch Events, parties, one-on-one appointments with potential business partners, business presentations, networking events, etc.
- Another category could be directly related to your **sales efforts**. You might highlight your sales and customer activities in **orange**. This would include parties, sales appointments, sales-driven events, referral appointments, meeting with a potential customer, attending a sponsored Business Launch Event, etc.
- Another category might be your **team-related activities**. You could highlight these activities in **red**. This category includes all of your team trainings such as your one-on-one's as well as group training sessions, all of your team conference calls and your local team events as well.
- Another category could reflect your **office work**. You might highlight these activities in **blue**. This would be time spent on generating reports, completing paperwork, creating newsletters, writing emails and posting on Facebook, just to name a few.

- A final category could be your **home/personal/family/social time**. You might highlight these activities in **yellow**. It's just as important to schedule your personal time, as it is your work activities so that you continuously strive for that healthy work/life balance.

Example of how you might Color your Calendar

~ April 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Morning Practice Prospecting Calls	2 Morning Practice Prospecting Calls Customer Activity Party	3 Morning Practice Prospecting Calls Business Presentation	4 Morning Practice Prospecting Calls Party	5 Morning Practice Prospecting Calls Date Night	6 Team Training Kids Activities Office Work
7 Office Work Team Call	8 Morning Practice Prospecting Calls Customer Activity	9 Morning Practice Prospecting Calls Home Launch Event	10 Morning Practice Prospecting Calls	11 Morning Practice Prospecting Calls Prospect Appointment Party	12 Morning Practice Prospecting Calls Date Night	13 Kids Activities Office Work Party
14 Office Work Team Call	15 Morning Practice Prospecting Calls Home Launch Event	16 Morning Practice Prospecting Calls Customer Activity Party	17 Morning Practice Prospecting Calls Business Presentation	18 Morning Practice Prospecting Calls	19 Morning Practice Prospecting Calls Date Night	20 Kids Activities Office Work Customer Activity
21 Office Work Team Call	22 Morning Practice Prospecting Calls Prospect Appointment	23 Morning Practice Prospecting Calls	24 Morning Practice Prospecting Calls Party	25 Morning Practice Prospecting Calls Home Launch Event	26 Morning Practice Prospecting Calls Date Night	27 Kids Activities Office Work
28 Office Work Team Call	29 Morning Practice Prospecting Calls	30 Morning Practice Prospecting Calls	Notes: If possible, pick a consistent time each day to make your prospecting calls.			

When you commit to tracking your activities in this colorful and organized way, it becomes very clear exactly where you're spending your time. If you are not seeing success in your sponsoring then make sure to add more activities that are green! If you find a lack of duplication in your downline, take a closer look at your red activities.

If you're working with an online calendar, there are plenty of applications to help you manage your time. You can create any number of color categories ... and with one simple glance you are able to see exactly where you are spending your time each and every day, week and month.

Challenge yourself to put this simple and effective time management strategy into practice. And, with just a few strokes of color ... your calendar and your organizational skills will never be the same!