



## WEEK 3 - ACTIVITY 2

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### Time Management

#### Audio Transcript

Let's talk about 4 specific areas of time management that are fundamental when you are trying to successfully move up the career path.

1. Setting Priorities
2. Setting Goals
3. Organization & Planning
4. Support

Let's talk about priorities. How do you define priorities? Do you begin each day with your 6 Most Important Things list? Is each day focused on tackling the most important thing first, knowing that you may not complete everything that same day? Are you staying focused when it's your Mary Kay time? Scheduling time specific for Mary Kay business?

Why do you need to prioritize? Think about how much you can accomplish when you are focused each day and you are able to check things off your list. Try listing the most time-consuming or hardest tasks first, even though it might be your least favorite. Do it first and everything else on your list should be a breeze!

Ultimately, you decide how much time you want to dedicate to your Mary Kay business. The most important thing is that you learn to manage your time or your time will manage you. Remember Time is Money! Please consider taking out your calendar and blocking off Mary Kay time for the next couple of months. This way, the time is already booked and nothing can stop you!

MARY KAY®