

MARY KAY[®]

MY DISTRACTIONS LIST

DO, DUMP or DELEGATE

Put a check mark next to the activities below that are distractions to your Mary Kay business. Then categorize them under the following buckets: DO, DUMP or DELEGATE. This is a great way to prioritize your tasks and make sure you focus your time and energy on things that matter the most.

		Did we miss something? Add them here:
Watching TV	Cleaning the house	_____
Grocery shopping	Going to the movies	_____
Going to kids' games	Surfing the internet	_____
Working out	Reading	_____
Doing the laundry	Playing video games	_____
Doing the dishes	Checking emails	_____
Checking Facebook	Picking up kids from school	_____
Cooking	Frequent meetings	_____
Making product deliveries	Pre-profiling party guests	_____
Booking calls	Customer follow-up calls	_____
Team building calls	Filling product orders	_____

Things I will DO:

Things I will DUMP:

Things I will DELEGATE:

