



Time Management Tips for Network Marketers

with Megan Sumrell



“Your phone should never talk to you unless you’ve told it to.”

– Megan Sumrell

Megan Sumrell helps network marketers take back control of their time. Use this worksheet to implement 5 practical solutions to transform your day-to-day time management.

1. Minimize distractions

Time management is all about using the time you do have in the most effective way. While technology is an incredible tool for organization it can also have the opposite effect.

If your phone is demanding your attention and ruling your life, Megan’s first tip is to go into your settings and set a notification schedule that works for you.

Megan’s notification recommendations:

- ★ Allow calls from important friends and family always
- ★ Allow calls from important service providers i.e school or healthcare
- ★ Turn off audio or pop-up notifications
- ★ Set focus times to limit notifications

2. Create a routine

A routine is so important for structuring your day, week and month so you know that everything you need to get done will get done. This limits worry and helps you maximize your free time to do the things you enjoy.

To start, find a time when you aren't stressed and your not in the midst of being busy. Sit yourself down with your favourite notebook, or use the template below.

Step 1: Write 3 Checklists

Have a quick brainstorm and write down everything you need and/or want to do to build and manage your business on a: **Daily**, **Weekly** and **Monthly** basis.

Step 2: Assign Time Value

Alongside each activity you've listed, write down how much time you need to spend on it.

Step 3: Calculate Time

Now add up how much time you need to set aside:

- ★ Each day
- ★ Each week
- ★ Each month

Step 4: Calandrise your activity

Next, take a look at your day-to-day routine. Decide on the best time for you to work your business around your other commitments.

Example: It could be you break your daily down into 3 x 20 minute chunks or you schedule it every lunch-time. Do whatever is best for you!

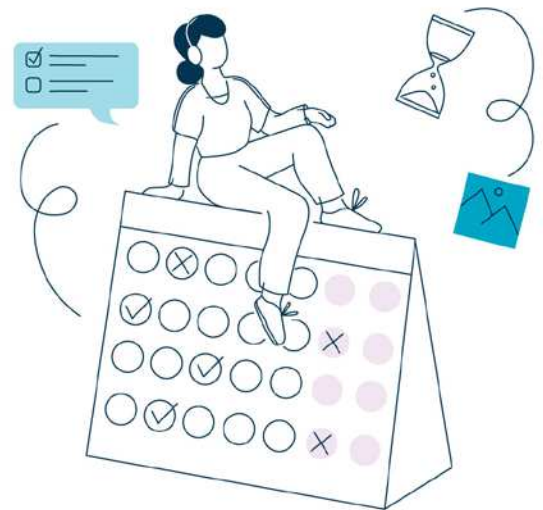
Top tip from Megan: Be flexible with your routine. If your weeks vary from summer to winter, adjust your work routine to fit with your current schedule.

Daily		Weekly		Monthly	
	TIME		TIME		TIME
Total time		Total time		Total time	

3. Plan for your week, not your day

Lots of people make daily to-do lists and then struggle to complete everything. Megan's top tip is to spend time at the start of each week, (or at the end) planning for the week ahead.

During planning, make sure you schedule everything into your calendar as an appointment. When it comes to the task appointment, even if you don't want to do it, you know this is the only (and best) time to do it.



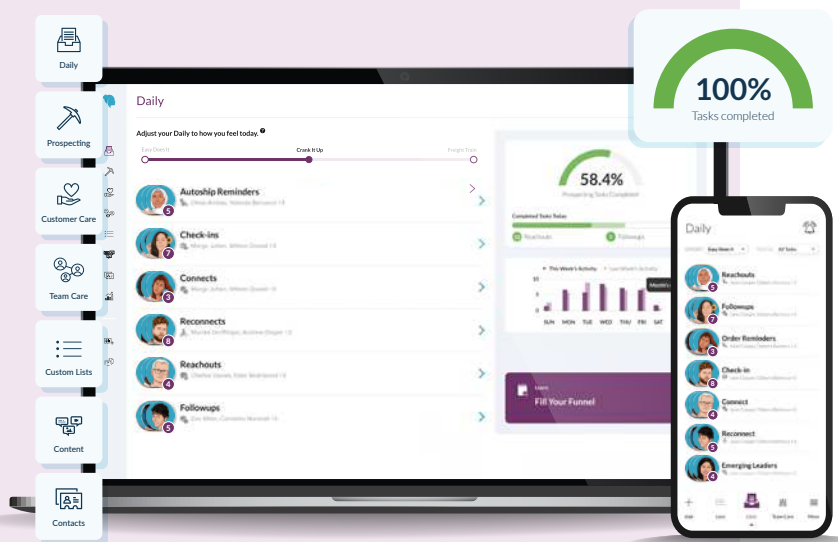
4. Create a central business repository

If you have a routine in place, when you sit down to work you want to know exactly what you need to do so you can maximize your allotted time. Countless hours are wasted looking for information when you could be working. To combat this, create a central repository of information for your business.

Megan's Suggestions: Penny!

Megan recommends you use Penny to keep all of your customer and connection data in one place. Penny does more than look after your information, the app acts as a virtual assistant and creates a daily to-do list of tasks based on your upcoming customer orders and connection data.

[Give Penny a go today! ›](#)



5. A place to keep all your information

There are lots of different facets to your business:

- ★ Company information
- ★ Company product information
- ★ Social media designs and styles
- ★ Tax information
- ★ And more!

Organize all this information into a secure and easily referencable location so when you need the information you know exactly where to go to get it!

