

# Time Management

RECRUITING | SALES | LEADERSHIP



*Heartfelt*<sup>TM</sup>  
network marketing

*You don't need anyone's permission to be a **success!***

*Shauna Ekstrom*

*Action Guide*



# Time Management and Productivity

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Time is a huge part of our business. How we manage the time can make or break our business. Not everyone manages time the same and that is okay. You have to take your personality and find out what works for you.

## Time Warp

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Structure your time and plan ahead so you don't have to make decisions on the fly. Here are some tips to keep you on task.

1. Be \_\_\_\_\_ percent focused.
2. **Are you always on the fly?** Keep a time journal to remind you of the time you did utilize.
3. What is your ultimate goal? Time \_\_\_\_\_. It allows you to focus and have even more time available.

*"Success loves Speed"*

When others see you are willing to work and not just talk, they will lock arms with you.

## Time Tweaks

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Time tweaks is about things to do to be more effective with our time.

### Refreshing and Recreation

Another important point is to schedule down time. This will reenergize you and help you focus better. Put things on your schedule that appeal to your creative energy. Feed your soul!

Spend time with people who are important to you and give you support and energy.

### Reading

Fill your mind with good things. By listening or reading good books you shift your priorities and it helps you manage your time wisely because you realize it is important.

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The Dawn of "Heartfelt" Network Marketing



Some recommendations:

1. *Building Your Network Marketing Business*, Jim Rohn
2. Zig Ziglar
3. *No Excuses*, Brian Tracy

Self-discipline is vital to time management.

*“The ability to make yourself do, what you should do,  
when you should do it, whether you feel like it or not.”*

– Kop Kopmeyer

## Review and Restructure

For one week write down every single thing you do during the week in your Time Travel Journal. Review the week and find areas that you were not spending as much time as you thought and when you were spending more time.

In structuring your time be sure to stretch yourself. You can't grow in your comfort zone. Schedule things that move your business forward. Structure your down time. Play to your strengths.

True productivity comes when you discover what is giving you the greatest increase with the least amount of effort.

What time tweaks can you make today?

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## Time Swaps

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Time swaps is about to exchange our time from things that are effective to things that are highly effective.

### Television

One swap you could make would be switching out television time for call time. You don't have to cut out television completely, but repurpose part of the time to connecting with prospects.

### Social Media

Another swap would be switching social media for personal connections. Ask yourself these two questions when you are viewing social media:

1. Is this about a relationship?
2. Is this about profit?

Remind yourself of the purpose. Set a time so you know you are only on for a set amount of time.

### Negativity

Negativity drains us. It is important to recognize right away if you are associating with people who are negative. It is like poison.

Swap those negative conversations, negative influences, negative time vampires for people who are very positive, very life-giving, who are more about action and less about talk. Your time is precious. Spend it well.

What time swaps can you make?

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Plan your day the night before. Schedule your most important, productive and profitable actions.

WHAT	WHEN
WIDTH	WEALTH

Your **“What”** is the item you are scheduling. Your **“When”** is the time you are going to schedule. Your **“Width”** is how long it will take. Your **“Wealth”** is the expected result. This is important to write this down so that you understand where you are in your process and also the value of the time that you’re utilizing.

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