

Schedule Your Shaklee Time

Fill in the following activities into the calendar: 1. Work time 2. Family/Friend time 3. Personal time 4. Now add your Shaklee time

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
NOON							
12:30pm							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
6:00							
7:00							
8:00							
8:00							

INSTRUCTIONS

HOW TO UTILIZE THE CALENDAR TO FIGURE OUT AND SCHEDULE YOUR SHAKLEE TIME

Your 1st objective is to fill in the day and time your different activities take place.

Activities to put on your calendar:

1.Work time: including drive time and lunch time.

2.Family time: kids, significant other, friends

3.Personal Time: work out, church, classes

4.Shaklee Time: take the empty areas and add your Shaklee time.

80 – 20 Rule with your Shaklee time

80% of your Shaklee time (Green) = Money making activities.

20% of your Shaklee time (Yellow) = Admin Activities

80% of your Shaklee time ***Money Making Activities***

Make Your List
Invite & Set Appointments
Present & Share the Shaklee story
Attend JTAL Weekly
GO's Grand Opening – In Homes
Follow Up with People
Placing Orders
Intentional FB Connection & Email
Signing New Members
Signing New Ambassadors
Mentoring Ambassadors

20% of your Shaklee efforts ***Admin Activities***

Organize Your Lists
Getting Ready to get Ready
Emails
Member Maintenance
Thank You's
Box Openings
Increase Your Belief
Trainings (Corp & Team)
Clean Your Desk
Watch JTAL Videos
Watch Shaklee.tv