

Time Management / 6 Most Important Lists

Time Management Begins With Your 6 Most Important Things List

The single most valuable resource we have is TIME! Effective Time Management .begins with your 6 Most Important Things List!

Mary Kay encourages everyone to take time at the end of each day to create our 6 Most Important Things List for the following day. As we all work to juggle the different roles we play each day, here's one way to organize your list. Use a spiral notebook about the size of your date book for your to-do's list. Every single to do goes into this book. Use the facing page each day to record phone messages so that you have a full snapshot of your day at all times. No more lost sticky notes and pieces of paper jammed into your wallet! I

Don't be surprised if, by doing your 6 Most Important Things List each day, you find yourself eliminating tasks that are not in support of your goals and even more fun – delegating tasks that can easily be done by someone else!

Across the top of your page, write out your single most important Mary Kay goal for the week. What we think about is what comes about!

First Heading: Mary Kay Consultant (Booking – Selling – Recruiting)

1.
2.
3.
4.
5.
6.

Second Heading: Your J.O.B whether that job is inside or outside the home

1.
2.
3.
4.
5.
6.

Third Heading: Personal (Here is where we list the errands, the appointments, the deadlines that we cannot afford to miss!)

1.
2.
3.
4.
5.
6.

Put an "A" next to the to-do that must be done by you and only you that day. Put a "B" if it should be done by you that day (these may slip onto the next day list) and a C if it would be nice if you could do it that day (these are the ones to delegate)