

Personal Strategic Business Plan 2016

Monday Call, December 21, 2015

- Mannafest April 6-10 Dallas Texas... Plan to be there
-<http://mannafest.com>
- Start BP 1 2016... Start Strong
- Loss of a Great Mannatech Presidential --- Candy Ross
- REVIVE

Clarity, Focus, then Execution

1. Review the Goal Setting Experience
2. Contract with Self

- a. Make a Contract with yourself: What are you committed to creating by Mannafest, by Year end; perhaps, a date and year for Presidential Director status
Use your goals as a starting point.
- b. What investment are you going to make into your personal growth:
 - 1) Attend conferences on self-development/leadership
 - 2) Read books
 - 3) Attend Mannafest
 - 4) Importance of fully understanding the 3 Point Plan
 - 5) Qualify as Achiever involves **coaching** and **TOMS**; **find** a mentor, coach, accountability partner.
- c. Draft your Contract and Date and Sign it. Give a copy to your upline for accountability; attach a copy on your "wallpaper" or on your wall so daily visible.

3. The How: **Strategic Plan**

- a. You have your WHY and your GOALS from prior two Monday Calls
- b. Systems: build an actionable process for yourself...and stick with it
Start every day right: see my outline Mannatrain July 12, 2004
 - 1) Bookends: first 30 minutes of every day/last 30 minutes
See checklist attached
 - 2) Accounting (for taxes): daily tracker sheet, monthly manila envelop, monthly deadline to transfer to accounting sheet
 - 3) Daily to do lists ("eat the frog first")
 - 4) Managing Emails
 - 5) Planner (or Master Calendar)
(we are looking at 2: Passion Planner, NEMO PRO Planner)
- b. Plan: Draft a specific, measurable, actionable means of achieving your Goals
 - 1) See attached Strategic Plan as example and format
 - 2) Daily TO-DO lists: # of contacts per day, # of STPs per BP
 - 3) Business Period analysis (what is working, what is not, what next)
 - 4) Discipline, Never Stop attitude, Keep your eye on the goal

4. SWOT Analysis (see attached)
 - a. Understanding our Strengths, Weaknesses, Opportunities and Threats are critical
Knowing where you are to recognize what you need to do to get where you want to go.
 - b. See attached worksheet and work through it for YOU

NOW, 2016 IS YOURS TO CREATE. LET'S DO IT!

First 30 Minutes of Every Day

1. Print off or copy schedule for the specific day from Master Calendar

2. Check voice mail on both work line (home line) and cell phone. Log all messages and return calls that can be returned immediately. For calls that need to be returned later in the day put on your daily To-Do List.

3. Check Success Tracker for new associates to acknowledge your enrollers. The purpose of this is to see who you need to acknowledge and put that on your To-Do List.

i.e. one of your brand new business builders signs up their first person or their first All Star, you send them an acknowledgement.

4. Check and answer all emails that came in overnight (or those that were not reviewed the day before). Review, Respond, Delete. If there are any emails that you can not answer without research place on your daily To-Do List.

*** Please note that checking and answering emails should be restricted to a specific time frame based on numbers received.

5. Review To-Do-List. Make sure that on the top of your To-Do List you have the things that you least want to do, and make sure these are the first things that you conquer.

6. Review To-Be List. Acknowledge and focus on the characteristics that you are committed to work on.

NOW YOU ARE READY FOR YOUR DAY!

Last 30 Minutes of Every Day

1. Check voice mail on both work line (home line) and cell phone. Log all messages and return calls that can be returned immediately. For calls that need to be returned the next day, put on your daily To-Do List.
2. Check and answer all emails that came in during the day (or those that were not reviewed the day before). Review, Respond, Delete. If there are any emails that you can not answer without research place on your daily To-Do List.
3. Review To-Do List. Update for the next day. Cross off all items accomplished. Add any new items from day yet undone. Again, prioritize based first on “need to accomplish by” and second on items you least want to do.
4. Review To-Be List (can be part of To-Do List). Acknowledge yourself for actions, behaviors you undertook to build on character trait(s) you are choosing to work on. Commit 20 minutes a night to reading a good book, or listening to a tape series to support this character growth.
5. Filing. File all documents/information needing to be filed so desk is clear. During day, place any documents, letters, etc. that need filing into a “to be filed” bin/slot so all these documents are clearly earmarked for filing at end of day.

NOW YOU ARE READY FOR BALANCE IN YOUR LIFE!

2016 Strategic Action Plan

GOAL:

A. My Commitment: daily hours on MANNATECH activities:

1. Hours doing Mannatech (use schedule): _____/day

Prospecting: (70-80% of your time)

1. New names added to my Contact list: _____/wk

2. Calls to prospects: _____/day

3. One on One interviews: _____/wk

4. Three way calls: _____/wk

5. Attend Opportunity Meetings: _____/wk

6. Enrollments: _____/wk

My commitment to my existing/future downline:

1. Calls to help with Business: _____/day

2. Contacts regarding use of product: _____/day

3. Contacts to get out to meetings: _____/wk

4. Scheduled meetings/3 ways: _____/wk

My commitment to Education:

1. Minutes listening to tapes: _____/day

2. Minutes reading books (incl TOMS): _____/wk

3. Minutes reading Mtech materials: _____/wk

B. Strategy objectives:

Dates:

- 1. Reach Team Bonus by _____
- 2. Reach Regional Director by _____
- 3. Reach National Director by _____
- 4. Reach Sr National Director by _____
- 5. Reach Executive Director by _____
- 6. Reach Sr Executive Director by _____
- 7. Reach Presidential Director by _____

In order to reach this (these) objectives, I need:

- 1. To develop # of leaders in leg 1: _____
 To develop # of leaders in leg 2: _____
 (only if heading toward Executive Director/Presidential Director)
 To develop # of leaders in leg 3: _____
- 2. By _____, I have at least 1 or 2 leaders in leg _____.
 By _____, I have at least 1 or 2 leaders in leg _____.
 By _____, I have at least 1 or 2 leaders in leg _____.

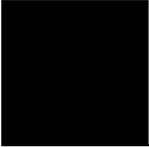
Names of Leaders:

- By _____, I have at least 3 or 4 leaders in leg _____.
- By _____, I have at least 3 or 4 leaders in leg _____.
- By _____, I have at least 3 or 4 leaders in leg _____.

Names of Leaders:

C. Prospecting Concepts:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____



SWOT Analysis

Strengths. Weaknesses. Opportunities. Threats.

The key to building a true strategic plan is an honest self-assessment, for you and your business. What are your strengths? What are your weaknesses (be honest!)? These are both INTERNAL assessments – things you have control over. It's also important to assess external factors: the economy, new market opportunities, competition, the regulatory environment, etc. We call these opportunities and threats. The opportunities should align with Mannatech – the markets we see as potential, the consumer demographics we believe are viable, etc.

Strengths:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Weaknesses:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

As you develop your strategic initiatives and action plans, think about how you can leverage your strengths and minimize your weaknesses.

Opportunities:

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

Threats:

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