

Planning Session 2 for Next Year

VISION 2020

Monday, December 9, 2019

- Next TNL: Tomorrow, December 10th at Mannatech Corporate or on www.allaboutmannatech.com
- Your "2020 Mannatech Planners" will start shipping December 16th. Updates on "Social, Mobile, Global!" You can pre-order <https://www.mannatrain.net/new-2020-planner.html>
- Give the Gift of Beauty and Sleep Promotion – Flyer in the library
- Mannapalooza – Live from Chicago; Watch parties in Dallas and Vancouver or your computer – January 11th. See flyer in the library

1. Review Your 90 Day Plan (see attachment to last week)

a. Where did you get stuck?

What to do about it...

b. CLARITY is the basis of any planning we do...so if no clarity, you are hoping for success on a whim. How is that working for you?

c. Decision comes first...not down the road but NOW.

2. Support Team

a. Monday calls (Mj's, Roy's+ Amanda+ Kremer's, the Thuresons) might be 1/2/3 of yours...not enough!

b. Need accountability partner who is equally if not more committed

c. Get 1-2 new business builders in December...build a Team

Everyone wants a better financial picture...and you have an answer!

d. Weekly support calls, share daily activities and 90 Day Plans

"Being nice" is an option but not a criteria. Being tough is the answer!

First, tough on yourself. Do things you don't want to at the time, but you know is exactly what you need to do to "make it happen." Hold your team accountable.

e. Celebrate victories, commiserate on defeats but always strongly hold each other to your 90 Day Goals! Action plans are required to get results! Keep your eyes on the prize.

3. SWOT Analysis

a. This is an annual process, understand how we think

b. Fill out the attached forms with your TEAM if you have one

c. Adopt a game plan to overcome the Weaknesses and the Threats
Reach out and work with upline if need greater insight.

4. Goal Setting

- a. Even with the SWOT and 90 Day Plan, still work out your GOALS as the 90 Day Plan is just those for your business/actions for 90 days. 4 X 90 gets you to Year End...but each 90 changes as you grow your TEAM.
- b. Need SMART goals for Multiple Categories...stay balanced in your life
 - 1) Intellectual
 - 2) Physical
 - 3) Financial
 - 4) Spiritual
 - 5) Social/interpersonal

The 3 form a "*Trio for Success*"

- b. SMART... All goals must be Specific, Measurable, Achievable, Risky, Timely
- c. If you have had trouble hitting goals in the past, be clear on the 1-5 top reasons Why? What will be different this time? Get help to overcome. Coaching/mentoring is major here.
- d. Along with 90 Day Plan Actions, review your Goals
 - 1) All Personal "I"
 - 2) Present tense
 - 3) Action verbs
 - 4) Brief
 - 5) Positive
 - 6) Again, SMART (specific, measurable, attainable, risky, timely)
- e. Share your GOALS with your Support Team

5. Be Organized/Strategic operations plan

- a. What is your plan? Systems work, "seat of the pants" does not!
- b. Office hours? Bookends Open your day and close your day the SAME WAY every day. Have your next day planed out before you close the day out.
- c. Leads folders with dates/use your 2020 calendar effectively
- d. Daily action plan...break out a routine
- e. Day-Timer...cannot emphasize this enough. Roadmap to success.

6. Never forget about YOU...

- a. Honor your body, your faith, your family
- b. Honor your priorities in your schedule
- c. Financial Security is truly an issue in our world today...you have a solution with Mannatech!
- d. Remember, most people's #1 goal is community...the Mannatech community is an awesome one! Friends for life who are like-minded.

1. First 30 Minutes of Every Day

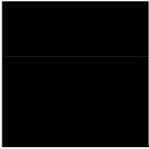
- 1. Print off or copy schedule** for the specific day from Master Calendar
- 2. Check voice mail** on both work line (home line), cell phone as well as text messages, and any Social Media sites you use. Review all messages and return calls/messaging that can be responded to immediately. For connections that can be/need to be returned later in the day, put on your daily To-Do List.
- 3. 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 cannot answer without research, place on your daily To-Do List.
- 4. 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 Associate or consumer, you send them an acknowledgement.
- 5. Check allaboutmannatech.com** to make sure you are up to date on what is happening with the company. Takes little time with lots of rewards...if something new and need to be communicated to downline, here is your chance to step into leadership and get the info out.
- 6. 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.
- 7. 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/text messages** 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 as well as Social Media posts. Review, Respond, Delete. If there are any emails that you cannot 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, listening to a taped series, watching YouTube, in support of this character trait.
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 so all these documents are clearly earmarked for filing at end of day.

**YOU ARE NOW READY FOR BALANCE
IN YOUR LIFE!**



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.

Why do you want to reach these goals for your Mannatech business?

List 10 ways reaching your goals will change your life: your life style, relationships, security, confidence, future, time freedom, etc.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

What will be the consequences to YOU and others important to you if you fail to accomplish your goals?

List 10 consequences.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____