

# **Time Management**

## **Many Benefits With/Prices Without!**

August 31, 2020

- Mannafest Specials good until Tuesday, September 1st
- Live Weekly Product and Business Meeting – Saturday, 10 AM CT.  
<https://zoom.us/j/215452258> or [www.allaboutmannatech.com](http://www.allaboutmannatech.com)
- Check out Immunity Specials in the Library:  
<https://cloud.mannatech.com/mtlibrary/54209582669510.pdf>
- Next TNL, Sept 15<sup>th</sup> at 7:30 Pm CT [www.allaboutmannatech.com](http://www.allaboutmannatech.com)
- Check out the new materials in the library
- Mannatech Made Simple – Oct 24 – Click here to Register:  
<https://www.eventbrite.com/e/mannatech-made-simple-registration-116262691841>
- Are you using the Discount Coupon codes to sign up your new customers?
- Order your OSP/Ambrotose brochures: <https://www.mannatrain.net/order-materials.html>

Recognizing exactly what is TIME MANAGEMENT: Time management is a process of planning and controlling your time: allocating how much time to spend on individual specific activities.

### **A. Benefits**

#### 1. Stress Relief

- a. Making and following a schedule increases your productivity so you begin to get more items accomplished. As you check items off your “to-do” list, you can see that you are making tangible progress.
- b. This supports you in avoiding stress as you will quit worrying about accomplishing your daily task list. Important here is putting the things you least want to do at the top of your list.

#### 2. "More Time?"

- a. Good time management gives you extra time to spend in your daily life. How do we "make more time?" It is through productivity. Match the TO DO list with specific times during your day and watch the "release" of more time.
- b. Others effectively enjoy having more time to spend on hobbies or other personal pursuits. The WIN: having the choice!
- c. Most critical: Time is your only limited asset. Every other asset you can increase but never time. Each one of us has only 24 hours in a day...what are you doing with yours?
- d. Also, critical for us to recognize "First Day...Last Day."

#### 3. More Opportunities

- a. Managing time well leads to more opportunities because you will have less wasted time on trivial activities. Networkers love this as it gives them an opportunity to talk to even more people and grow their business faster, more time for mentorship.
- b. The ability to prioritize and schedule work is extremely desirable for any entrepreneur...in fact any person!

#### 4. Ability to realize goals

- a. Individuals who practice good time management are able to better achieve goals and objectives and do so in a shorter length of time. Plan your structure of reaching TEAM 2, TEAM 4 then support your 2 new leaders to get to their TEAM 2 TEAM 4.
- b. Then work with your Leaders to teach them same Time Management Skills and deliver their dates to get their Team 2 Team 4.

## **B. Prices We Pay for Laziness Around Our Management of Time**

### **1. Poor workflow**

- a. The inability to plan ahead and stick to goals means poor efficiency. For example, if there are several important tasks to complete, an effective plan would be to complete related tasks together or sequentially.
- b. However, if you don't plan ahead, you could end up having to jump back and forth, or backtrack, in doing your work. That translates to reduced efficiency and lower productivity.

### **2. Wasted time**

- a. Poor time management results in wasted time. For example, by talking to friends on social media while drafting a Prospecting Plan, you are distracting yourself and wasting time.

### **3. Loss of control**

- a. By not knowing what the next task is, you suffer from loss of control of your life. That can contribute to higher stress levels and anxiety. Also guarantees low productivity.

### **4. Poor quality of work**

- a. Poor time management typically makes the quality of your work/results suffer. For example, having to rush to a meet up with new prospects at the last minute usually compromises the entire prospecting event.

### **5. Poor reputation**

- a. If prospects or downline cannot rely on you to complete tasks in a timely manner, their expectations and perceptions of you are adversely affected. If a prospect cannot rely on you to get something done on time, they will likely choose to register with another company.

## **C. Tips for Effective Time Management**

After considering the benefits of time management, let's look at some ways to manage time effectively:

### **1. Set Goals correctly**

- a. Set goals that are achievable and measurable. Use the SMART method when setting goals. In essence, make sure the goals you set are Specific, Measurable, Attainable, Relevant, and Timely.
- b. Update frequently with new goals after we achieve previously set goals.

### **2. Prioritize wisely**

- a. Prioritize tasks based on importance and urgency. For example, look at your daily tasks and determine which are:

Important and urgent: Do these tasks right away (typically follow up, meetings, sign ups, etc....anything related to immediate growth of your business or support for your current organization).

Important but not urgent: Decide when to do these tasks...prioritize but the Urgent ones come first.

Urgent but not important: Delegate these tasks if possible or segment a time to just go through the checklist and get them done.

Not urgent and not important: Set these aside to do later...but never lose track of them. These may be the ones you tackle on the weekend (like supplies run, etc.).

### 3. Set a time limit

a. Setting time constraints for completing tasks helps you be more focused and efficient. Making the small extra effort to decide on how much time you need to allot for each task can also help you recognize potential problems before they arise. That way you can make plans for dealing with them.

### 4. Take breaks between tasks

a. When doing a lot of tasks without a break, it is harder to stay focused and motivated. Allow some downtime between tasks to clear your head and refresh yourself. Consider grabbing a brief nap, going for a short walk, praying or meditating.

### 5. Organize yourself

a. Utilize your calendar for more long-term time management. Write down the deadlines for projects, or for tasks that are part of completing the overall goal. Think about which days might be best to dedicate to specific tasks. For example, you might need to plan a meeting to discuss the new Home Improvement incentive as soon as the new rules come out.

### 6. Remove non-essential tasks

a. It is important to remove excess activities or tasks. Determine what is significant and what deserves your time. Removing non-essential tasks/activities frees up more of your time to be spent on genuinely important things.

### 7. Plan ahead

a. Make sure you **start every day** with a clear idea of what you need to do – what needs to get done **THAT DAY**. Consider making it a habit to, at the end of each workday, go ahead and **write out your “to-do” list for the next workday**. You can then hit the ground running the next morning.