

# THE TIME MANAGEMENT PLANNER



FOR NETWORK MARKETERS



Hello my friend,

Tanya Aliza here and I'm super pumped for you to get your hands on this powerful resource because I know that if you apply this time management strategy and discipline to your business, you will start to see some amazing results AND you'll be extremely surprised with how little time you actually need to spend to create a thriving business!



The one thing that you have to remember is that you can do SO much in a focused small pocket of time if you're focusing on the RIGHT activities.

I learned this while I was working 12 hour days in my Finance job AND I was still able to build a successful home business!

At the time, I only had ONE hour a day to spare.... so no one can ever give me the excuse that they don't have the time to build their dreams!

If I can do it... so can you.

Before I give you the steps and your time management planner, you have to clearly understand what your MMA's (Money Making Activities) are.

1. Prospecting & Building your Network/List
2. Inviting
3. Presenting
4. Closing & Follow Up
5. Personal Development and Training

So here are the steps to manage your time most effectively so you're only focusing on the true activities that will increase your bottom line.

In the Weekly Calendar below, please fill in the spaces with the steps indicated below.

# Your Network Marketing Time Management Planner

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Prospecting							
Inviting							
Presenting							
Closing & Follow up							
Personal Development & Training							

## Step 1

### **Carve Out Your Prospecting Time (30-60 mins)**

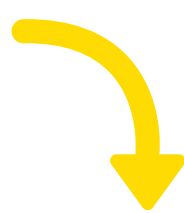
On the Time Management chart above, look at the days of the week and write down the days and time slots that you are committed to adding people to your Network and Building your list. During this time, commit that you are solely actively prospecting and writing down names.

## Step 2

### **Carve Out Your Inviting Time (30-60 mins)**

On the Time Management chart above, look at the days of the week and write down the days and time slots that you are committed to inviting your prospects that you have on your list to see a presentation. During this time, commit that you are solely calling your list and you're using your invite process to book appointments.

If you don't have an effective invite process, or if you'd like to see how I invite, you can check out this training that I have right here



<http://www.tanyaaliza.com/mlm-training-master-the-invite-with-this-script/>

## Step 3

### **Carve Out Your Presenting Time (about 60 mins)**

On the Time Management chart above, look at the days of the week and write down the days and time slots that you are committed to presenting to your prospects that you've made appointments with. During this time, commit to solely presenting and showing your plan.

**\*\***Once you have these time slots on your time management guide, it'll help you when booking your appointments because now you'll know these spots to book into when you are calling to invite and making those presentations.



The time that you carve out for this MMA is going to depend on YOUR presentation. Every presentation is a little different depending on your team's process. Typically you can get a presentation done via an online video in about 15-20 mins these days in most companies.

## Step 4

### **Carve Out Your Follow Up Time (About 60 mins)**

On the Time Management chart above, look at the days of the week and write down the days and time slots that you are committed to following up with your prospects. During this time, make a commitment that you are solely following up and collecting decisions.

## Step 5

### **Carve Out Your Personal Development & Training Time (10-30 mins)**

On the Time Management chart above, look at the days of the week and write down the days and time slots that you are committed to personal development and training. During this time commitment, you are solely reading, learning, attending trainings or working on your self value. My personal recommendation if you want to hit success and momentum fast in your business - commit to personal development EVERY DAY. You don't have to, but it's recommended.

Once you have these MMA's (Money Making Activities) times slotted on your Time Management Planner, make sure to stick to your commitment to getting what you know you need to do done!

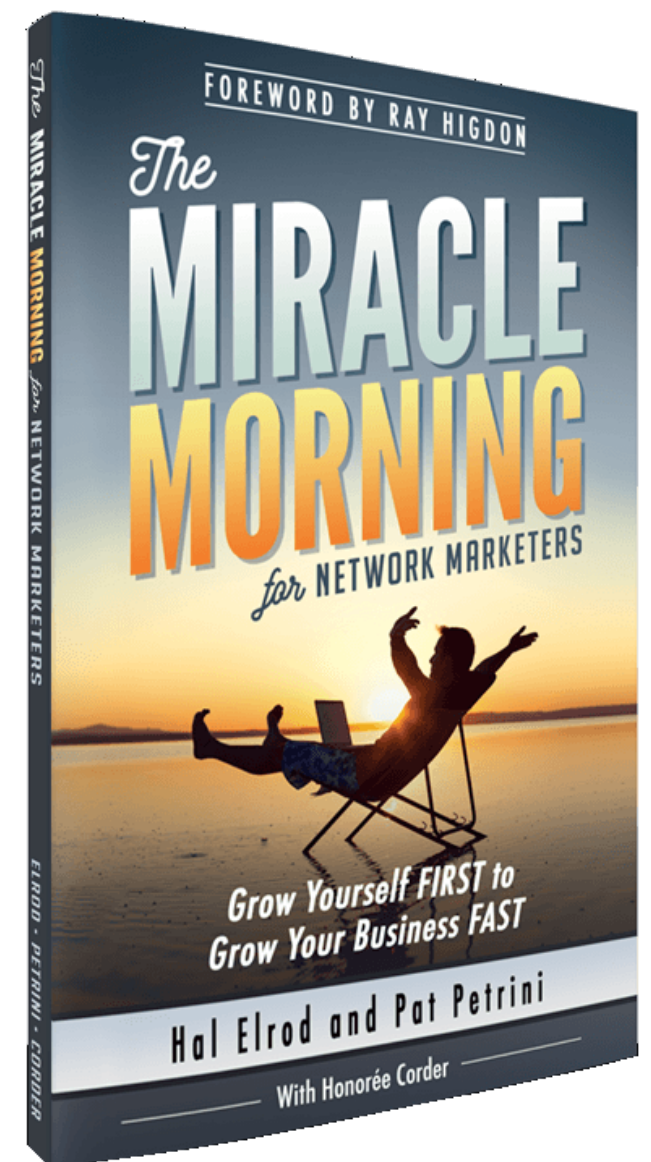
It's one thing to make your plan, but it's another thing to stick to it and not to let anything stand in your way of success.

**"Plan Your Work and WORK Your Plan"**

# SOME AWESOME RESOURCES THAT WILL HELP YOU EVEN MORE

## MIRACLE MORNING FOR NETWORK MARKETERS (BOOK)

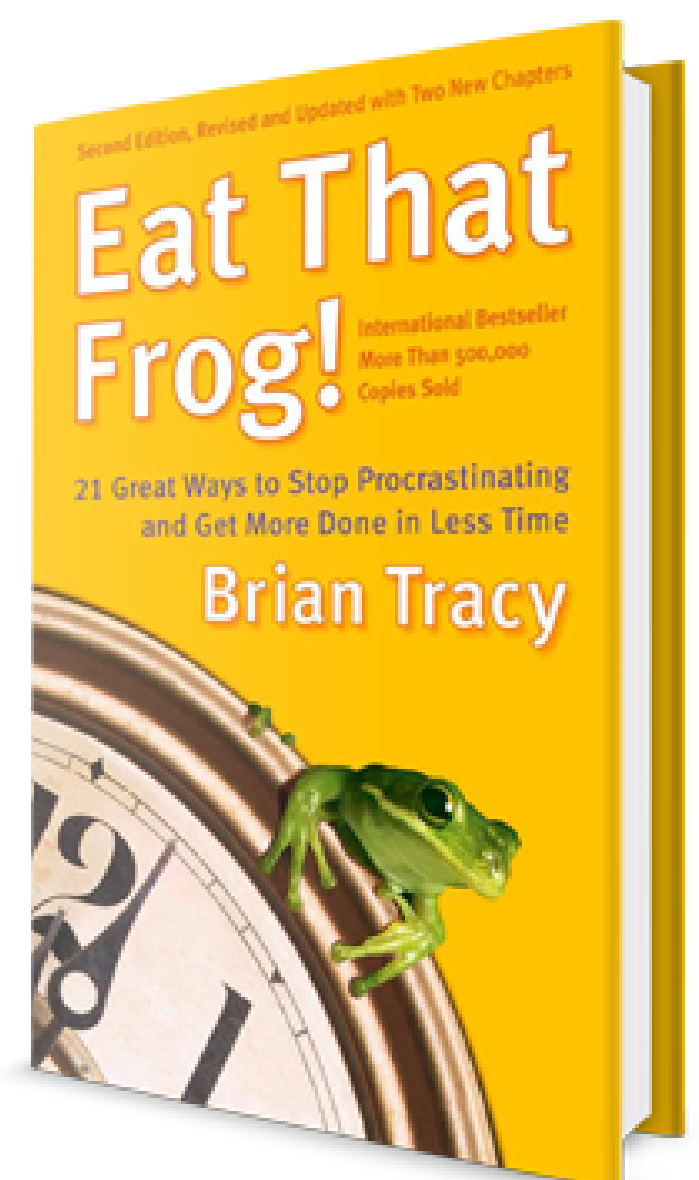
I'm so committed to my MMA routine and I've had so much success with time management, that I was actually featured in this book! It's one of the best books you can get if you want to get more done in less time and create a business that you run and it doesn't run you. I highly suggest reading this and adding it to your library!



Learn More - <http://bitly.com/mmmbook-tanya>

## EAT THAT FROG (BOOK)

I read this book back in 2013 and it was such a great book that helped me get out of procrastination mode... you know the mode, the mode that allows you to run on 'Oh I'll get it done tomorrow!' It truly helped me to break through and get the most important activities done first, without procrastination. If you have a busy life and you want to focus on ONLY the things that create the most contribution to your bottom line, this is a must read!



Learn More - <http://amzn.to/1SuGw1e>



## UNLIMITED FAN PAGE PROFITS

I specifically created this training for busy people that wanted to build a thriving Network Marketing business with more automation and leverage!



It's my signature Facebook Prospecting and Recruiting training that teaches you how to build a thriving team using Facebook in only 26 mins a day! I used to work a ton of hours at my JOB and it was nearly impossible for me to go out prospecting, so imagine now being able to use the power of Facebook to build your business, all from your iPhone or computer from your home or office!!

Learn More - <http://www.tanyaaliza.com/go/ufpp-offer>

## THE RANK UP CHALLENGE

This is Tanya Aliza's virtual live coaching & accountability program. So many people have asked Tanya to coach them so she put together this live coaching program that she does once each year.



If you feel you need the skills and accountability training to Rank Up and you'd like Tanya to help you do that, check out her Rank Up Challenge for more details.

Learn More - <http://www.RankUpChallenge.com>

Did you get some value?

I hope you did, because each week I put my heart into making sure you get amazing tips and strategies to rock it in your business work while creating a life you love.



Love this Freebie? Each week I put my heart into making sure you get amazing tips and strategies to rock it in your business while creating a life you love. For more tips & training...



- OR -



[www.tanyaaliza.com/28download](http://www.tanyaaliza.com/28download)

Each Monday, I post a new video training and free resource on my blog.

Each Tuesday, I do a Live Q&A training on Periscope so make sure we're connect on Periscope. Download the free app on your phone and follow me [@tanyaaliza](https://www.instagram.com/tanyaaliza) or go to [www.tanyaaliza.com/periscope](http://www.tanyaaliza.com/periscope)

If you have any questions or you want to connect more, please stay connected and click one of my Social links below.



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You Are Amazing!

*Tanya Aliza*