

YOUR DIARY PLANNING

WRITE OUT YOUR MISSION STATEMENT ON THE VERY FIRST PAGE OF YOUR DIARY SO THAT EACH DAY WHEN YOU OPEN YOUR DIARY, YOU CAN READ YOUR MISSION STATEMENT AND READ IT OUT LOUD PLEASE.

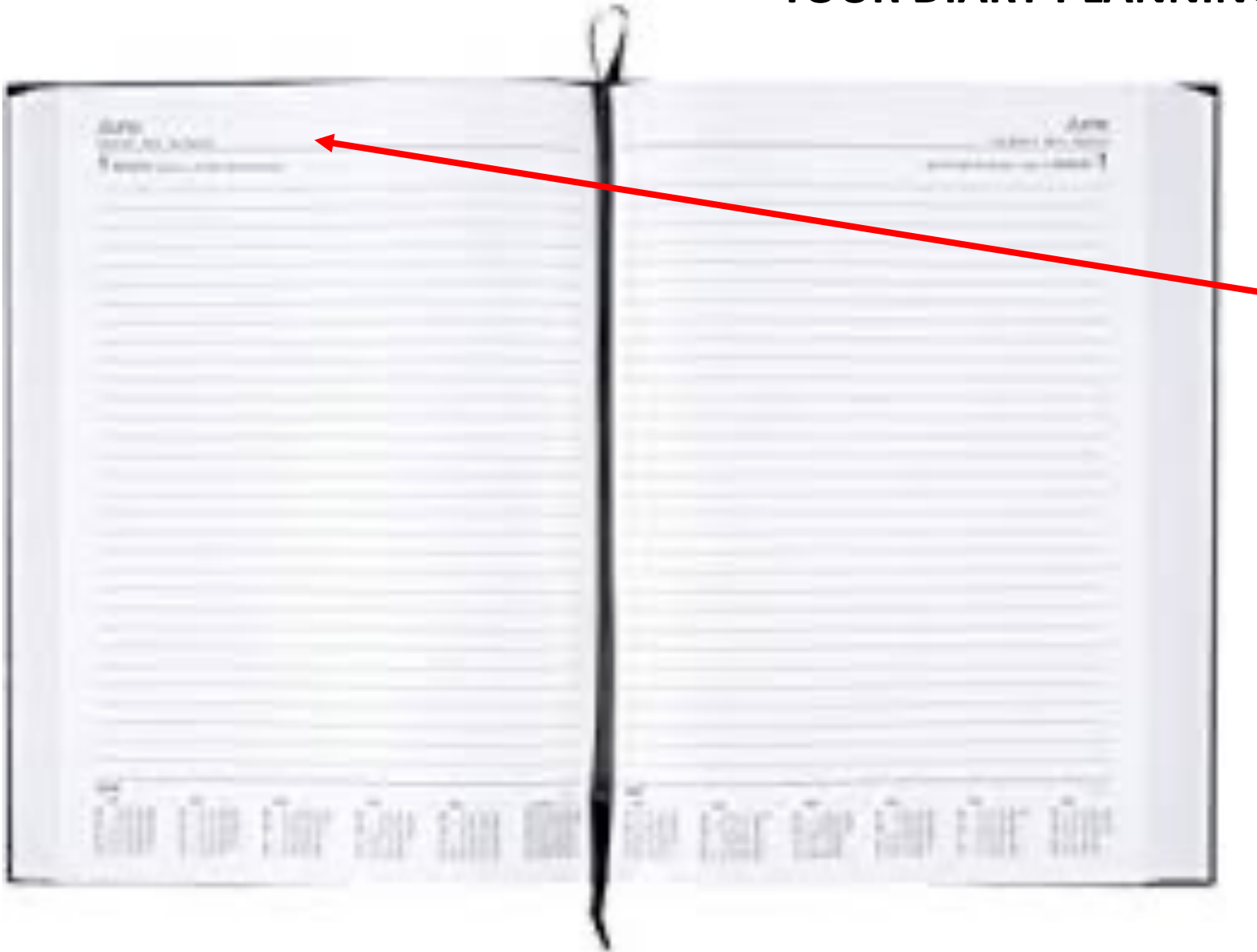
WRITE OUT FOLLOWING:

- 1) YOUR GOALS**
- 2) THE SYSTEM, THE PROCESS HOW TO ACHIEVE YOUR GOALS**
- 3) YOUR UNDERSTAND AND SELF BELIEF ON 1 & 2**
- 4) ALWAYS FOCUS THE HOW AND IMPROVEMENTS ON 3 AND THEN 2**

REVIEW ALL THESE EVERY END OF EACH QUARTER



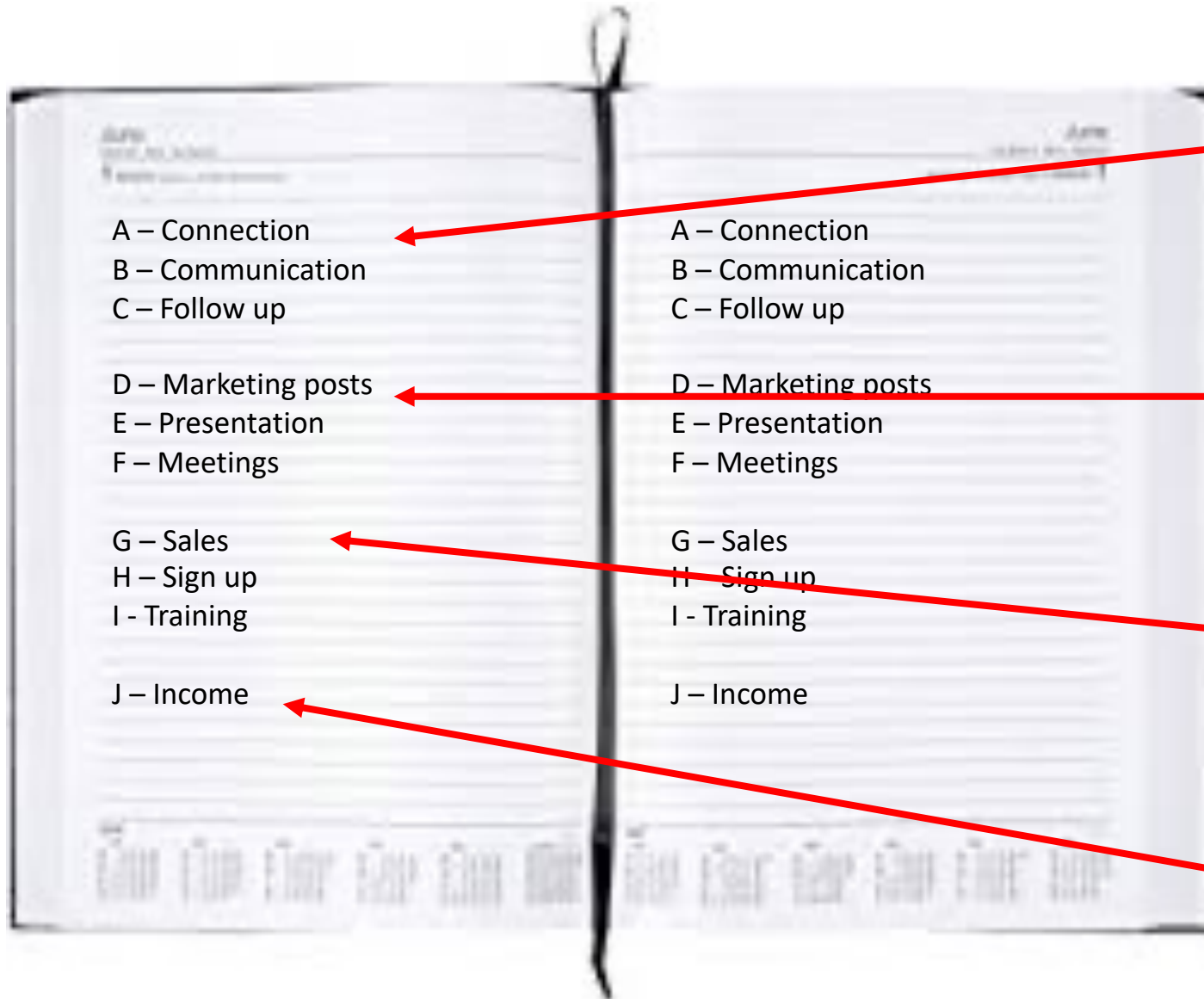
YOUR DIARY PLANNING



Get yourself
a page per day
diary, journaling
everything you do
each day,
without failed,
Please!



YOUR DIARY PLANNING



Write out these tasks on each daily page.

Daily (Minimum 3)

A = New connection – Name & Location

B = Communication – Name

C = Follow up – Name & Location

Weekly (Minimum 3)

D = Marketing posts

E = Presentation – Name & On or Offline

F = Meetings – Name & On or Offline

Monthly (Minimum 3)

G = Sales – Name the products

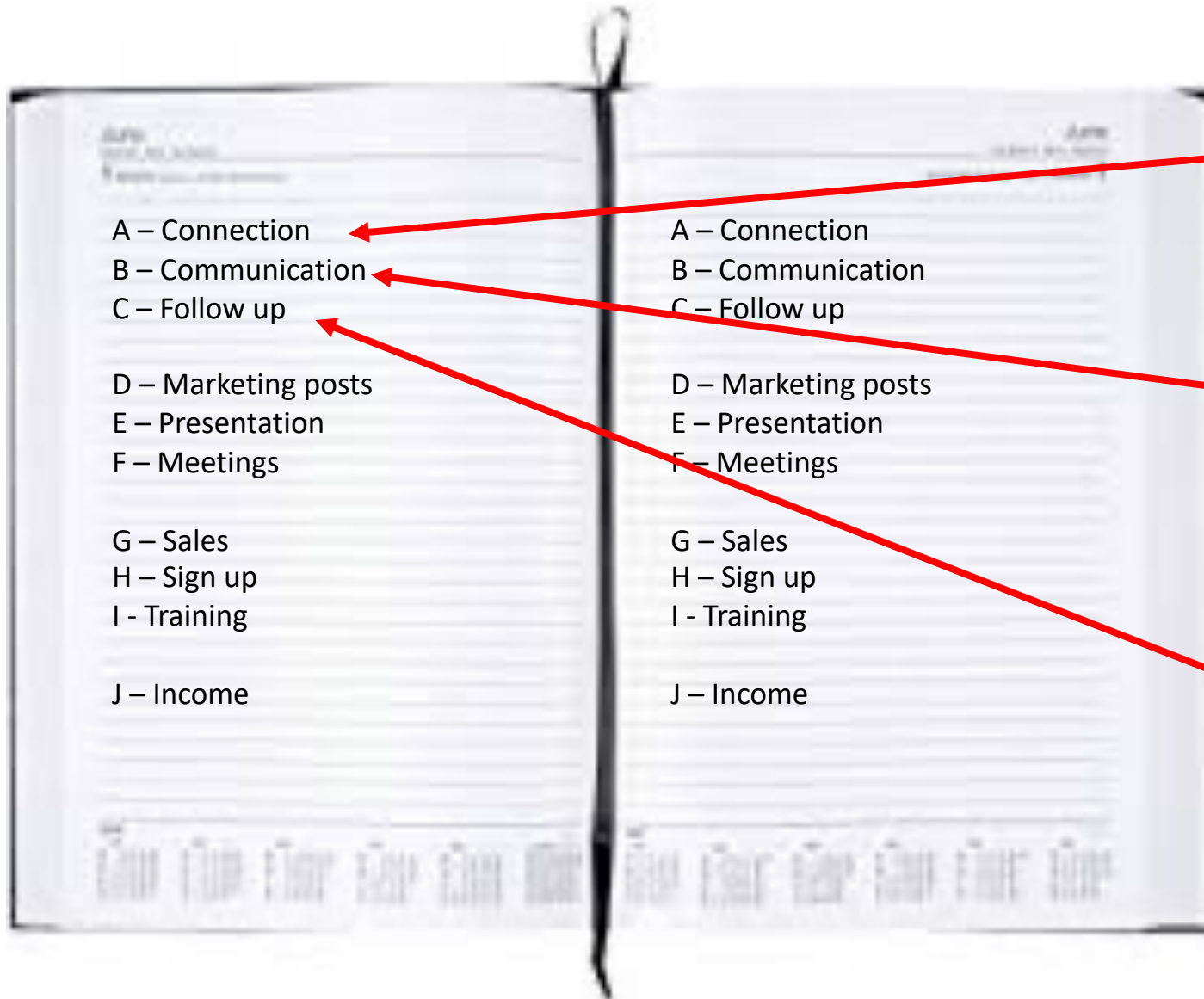
H = Sign up – Name

I – Training – Name & On or Offline training

J = **(OPTIONAL)** Daily income received into your bank - Amount & from whom



YOUR DIARY PLANNING



Details about your daily tasks: **Enter daily**

(A) Connection

This including online or offline new connections from your marketing. Outline the name, location

(B) Communication

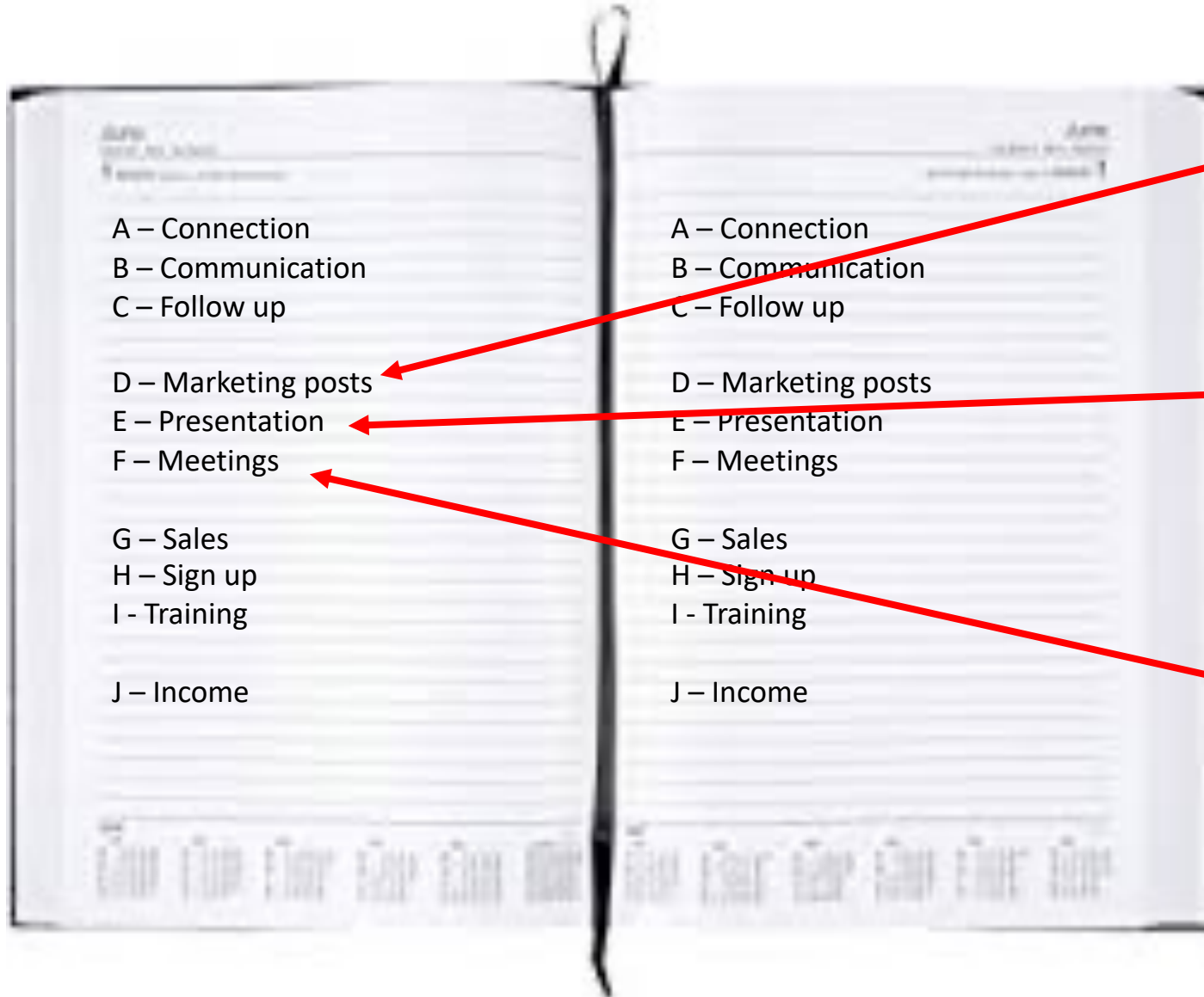
Basically anyone you communicate with online or offline daily. Outline their names so that you can reflex who and how many people you talk to each day.

(C) Follow up

Anyone you communicated with today and you need to follow up, you need to enter their names to the appropriate date ahead so that you can follow up when you work through the diary daily.



YOUR DIARY PLANNING



Details about your weekly tasks: **Enter daily**

(D) Marketing

This including online or offline activities on your marketing. Outline what and where at if possible.

(B) Presentation

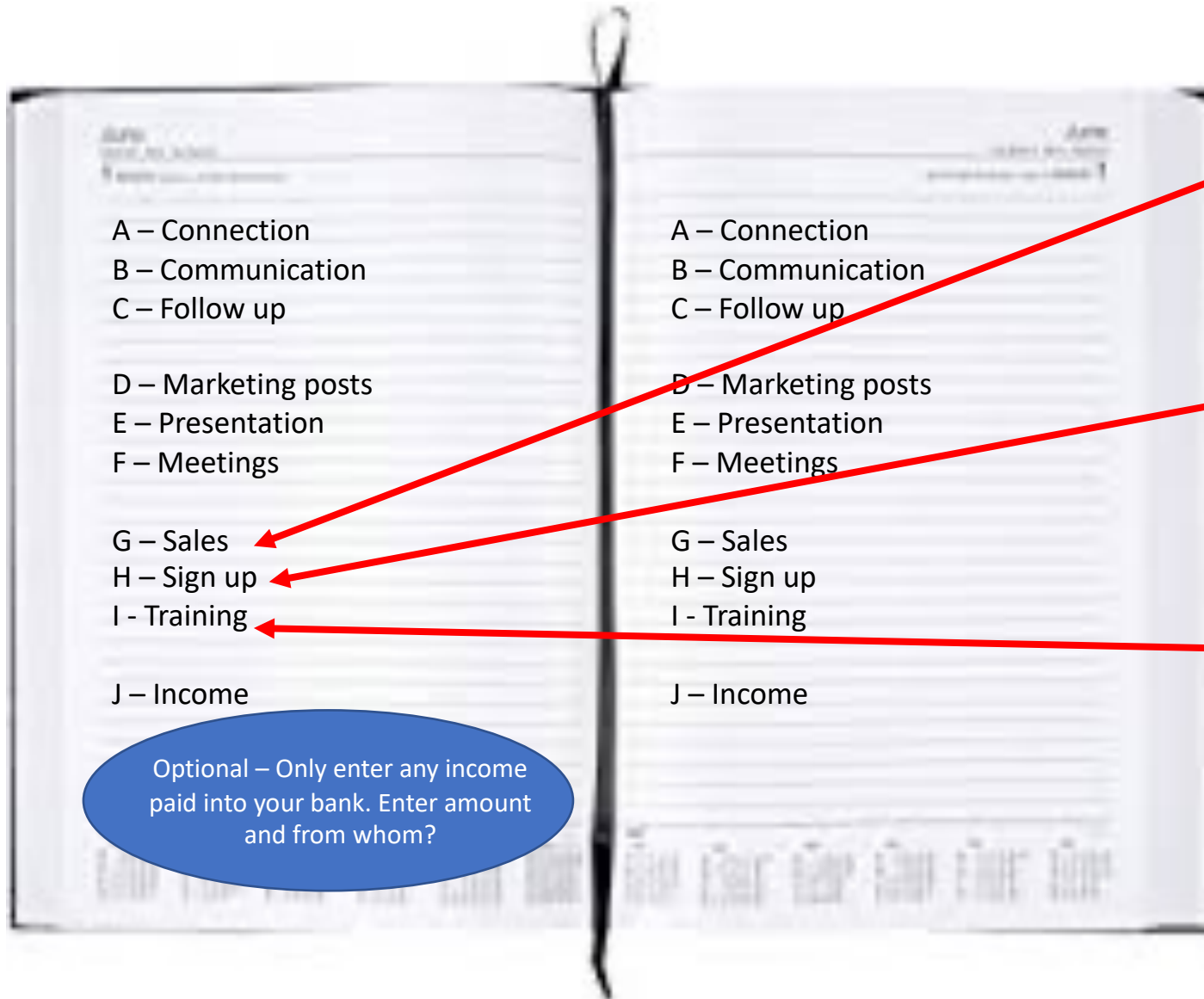
From the result of your marketing, anyone asked any questions and you replied. Or you provided a presentation. Outline what subject to whom if possible.

(C) Meetings

Your scheduled meetings on the day on both personal and business. Outline the names and time of your meetings



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Details about your Monthly tasks: **Enter daily**

(A) Sales

Sales made generated from the above activities. Outline what you have sold and to who?

(B) Sign up

Basically anyone you signed up whether is under distributor, or member, or customer. Outline their name as well.

(C) Training

The above new signed up training or you have attended any training. Outline what kind of training and time.



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Write out these tasks on each daily page.

Daily (Minimum 3)

A = New connection – Name & Location

B = Communication – Name

C = Follow up – Name & Location

Weekly (Minimum 3)

D = Marketing posts

E = Presentation – Name & On or Offline

F = Meetings – Name & On or Offline

Monthly (Minimum 3)

G = Sales – Name the products

H = Sign up – Name

I – Training – Name & On or Offline

J = Daily income received in your bank
Amount & from whom



A – Connection
B – Communication
C – Follow up

D – Marketing posts
E – Presentation
F – Meetings

G – Sales
H – Sign up
I – Training

J – Income

A – Connection
B – Communication
C – Follow up

D – Marketing posts
E – Presentation
F – Meetings

G – Sales
H – Sign up
I – Training

J – Income

Other optional entries:

**Your daily steps, daily workout, daily calories
count, your ME time etc.**

The more, the better



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Before you signed off each evening, just have one last look at your diary to ensure most if not all of your tasks are entered. You've achieved most if not all of your daily, weekly and monthly targets.

Ask yourself if you had done your best. If not, do better tomorrow. Thereafter feel 'ACCOMPLISHED' and rest well.



NOTES FOR YOUR DIARY PLANNING

- When you check the result of your daily task, DO NOT feel disappointed without product sales or new recruitment. Just simply aim for all scheduled tasks ticked and award yourself an accomplishment or even award yourself something – a glass of wine, pamper yourself or just simply congratulate yourself.
- In the event of unavoidable circumstances your scheduled tasks are NOT carried out, they must be your first priority tasks the next day by taking out from your number three = ME time
- Use your own discretion to expand each task if you need to write out more than '3'. The more the better!
- Review your diary daily, weekly & monthly make sure you accomplished the minimum 3,3,3
- Most importantly anyone you get the NO, add their name forward to your diary 'Follow Up' section – Warm prospects 1-2 weeks ahead and Cold prospects 3-4 weeks ahead. REMEMBER! Warm & Cold prospects can change based on each time when you engaged with them.



A hand holding a red marker is shown in the lower right quadrant, with the red line of the marker extending across the bottom of the whiteboard text. The text is written in a large, black, cursive font and is enclosed in a red oval.

Consistency
is The Key

Take the challenge and follow this
through throughout the year

