

## BLOCK

Block out time on your calendar to break down larger activities into smaller ones. Separating each activity into segments and creating clear finishing points can help you manage your time, thus successfully completing each task — all without the added stress or working harder than you really need to to juggle everything.

### Try Block 15

Block **5 minutes** each day to call team members, **5 minutes** to follow up with Clients, and **5 minutes** to book presentations and One-on-Ones.

## FOCUS

When it's time for family, focus on your family and allow yourself to be present without distractions as much as possible. Save things such as returning calls, responding to emails, and posting on social media to time planned for business activities. Balance is key when it comes to a happy home life along with building your successful Arbonne business.

Creating dedicated time for every important activity will help you to get it all done effectively, efficiently, and without the added stress that comes from trying to find the time when your day is already packed.

Here's an example of what a new Independent Consultant's calendar might look like in their first 30 days:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>29</b> One-on-One Meeting 1:00
<b>30</b> Family Day	<b>31</b> Work 8:30-5 One-on-One 6:30 Home Office 8-9	<b>1</b> Work 8:30-5 Calls 12-1 Observe Grp Pres 7:30	<b>2</b> Work 8:30-5 Dance 6:30 Phone calls 7:30-8	<b>3</b> Work 8:30-5 Calls 12-1 Grp Pres 7:30	<b>4</b> Work 8:30-5 Place Orders	<b>5</b> Soccer 8:30 One-on-One Meeting 1:00
<b>6</b> Family Day	<b>7</b> Work 8:30-5 One-on-One 6:30 Home Office 8-9	<b>8</b> Work 8:30-5 Observe Party 7	<b>9</b> Work 8:30-5 Dance 6:30	<b>10</b> Work 8:30-5 Grp Pres 7:30	<b>11</b> Work 8:30-5 Place Orders	<b>12</b> Soccer 8:30 One-on-One Meeting 1:00 Family Night
<b>13</b> Phone calls 1-2	<b>14</b> Work 8:30-5 One-on-One 6:30 Conf. Call 9 pm	<b>15</b> Work 8:30-5 Grp Pres 7:30	<b>16</b> Work 8:30-5 Dance 6:30 Phone calls 7:30-8	<b>17</b> Work 8:30-5 Grp Pres 6	<b>18</b> Work 8:30-5 Place Orders	<b>19</b> Soccer 8:30 One-on-One Meeting 1:00
<b>20</b> Family Day	<b>21</b> Work 8:30-5 One-on-One 6:30 Home Office 8-9	<b>22</b> Work 8-5	<b>23</b> Work 8:30-5 Dance 6:30 Phone calls 7:30-8	<b>24</b> Work 8:30-5 Grp Pres 7	<b>25</b> Work 8:30-5 Date Night	<b>26</b> Soccer 8:30 One-on-One Meeting 1:00 Place Order
<b>27</b> Family Day	<b>28</b> Work 8:30-5 One-on-One 6:30 Conf. Call 9 pm					

Many Arbonne Independent Consultants join for the flexibility they can have with an Arbonne business. However, it's important to have a weekly business plan — every single week. Remember, whether you choose to do your Arbonne business full time or part time, it's always important to treat your business like a business.

### LEARN MORE

Visit [The Source > Business Basics > Scheduling](#) to explore more content and listen to training on the topic from some of our top Leaders.



**My Office** | The My Office section of the website has an interactive calendar you can use under the Leads section found in the Me drop-down menu. This calendar can help organize your days, weeks and month, as well as manage your prospects. Visit My Office and explore all the features available to you.