

Time Management Tips

Time management is one of those skills that comes easily to some, but not to others. Even if you've never had a problem with the hours just slipping away on you, you're going to find that living life as an entrepreneur (Arbonne Independent Consultant) can make it twice as difficult to keep your schedule under control. Following are a few ideas that can really help.

- **Make time to plan.** By setting aside time every month to put together a plan, you'll minimize your stress and keep your business activities focused on your goals. By devoting 30 minutes each month to planning, you'll save hours of wasted time.
- **Take advantage of your lunch hour.** If you work outside the home, spend a few minutes of your lunch hour making prospecting or follow-up calls.
- **Bring someone with you.** Now that you're sponsoring, you can share what you've learned with your new Independent Consultants. One of the most effective and time-efficient ways to do that is to bring someone from your team along to a Group Presentation, One-on-One meeting, training event, team meeting, etc. You'll have time to talk, you can model successful behaviors, and your Host and guests have another Arbonne Independent Consultant to share their experience with them. Your goal should be to never go alone. When first starting your business, you should try to always have a team member with you for your appointments and sponsoring interviews.
- **Utilize the My Office Pro CRM.** Through the Journey feature, My Office Pro automatically creates reminders for you to follow up with prospects, Clients, and Consultants who you are coaching, so you can spend less time organizing your calendar and more time engaging in income-producing activity.
- **Schedule office hours.** This will help ensure you have a good balance between your Arbonne business and your home life. Let your family know when you are scheduling "Arbonne time" so they understand that you are working during those hours. Likewise, let the answering machine or your voice message take calls during non-work times so you can focus on what you want to do. Listen to Learn & Burns while you are in the car or take the transcripts with you to read while you are waiting at appointments or during your break.
- **Your Arbonne business is, in fact, a business,** so make sure that your voicemail greeting reflects that, whether you have a separate phone line for your business or it's shared with your home residence phone number.
- **Have distractions ready for small children.** If you have (or have ever had) small kids, you know that the time they need you most is the moment you need to focus on that important phone call. So setting them up ahead of time with a snack, coloring book, special toys used only when you're working your Arbonne business or other activities is a smart idea.



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