

# Daily Mission

Weekly Planner for the week of: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>2 NEW PEOPLE</b> Share with 2 new people per day and send a video or invite to an event					
<b>2 FOLLOW UPS</b> 3 Questions... -What did you like best about the information? -Does JP make sense? -Ready to get started?					
<b>2 CUSTOMERS</b> Customer Questionnaire Welcome to FB group Check In with Customer Join Our Mission Next ship dates	<i>*Print PC Genealogy Report</i>				
<b>2 TEAM MEMBERS</b> Encourage, Plan Events, Schedule 3-Ways and Coaching. <i>Encourage Qualifying!</i>	<i>*Print PVC Report</i>				
<b>Events</b> Host, Attend, Promote	<i>Build for Team Call!</i>				
<b>3-way calls with</b> Prospects, Customers, Team Members					
<b>Check Social Media</b> Post, Comment/Like					
<b>Check Voxer</b> Create chats / Train in Chats / 1:1 w/Team					
<b>One Simple Change</b>					
<b>Read Team Book</b>					

*\*Review reports everyday! Virtual Office –My Team Data – Former Reports – Select #3 and #5 and submit. You will receive the reports via email. Work with your sponsor on how to use these!*

## Tips for Organization:

**CALENDAR** - Block off time to work on your business and protect this time. Schedule meetings, calls and other activities into your calendar. Your calendar is working for you if you can easily review and schedule daily and weekly activities. If you can't find enough time to accomplish business activities to achieve your WHY then try to reduce the number of other things you are doing? (*i.e. Hobbies, Volunteering, Commitments*) You may need to defer commitments or activities in order to achieve your WHY.

**SUGGESTED RECURRING CALENDAR EVENTS** – Put these events on your calendar

1. Everyday – block off time to do your JP+ DMO activities
2. Every Sunday – print out DMO planner and fill in for the week so you are organized
3. Every Monday – promote the live team call with your team and be on the call and Check PC Genealogy Report (discuss customers with your sponsor, next ship dates, declined credit cards etc.)
4. First Monday of month – Evaluate Last Month and Plan for New Month (Discuss with your sponsor)
5. 10<sup>th</sup> of the month – Are you Qualifying Your Business? Are your team members qualifying?
6. 20<sup>th</sup> of the month – Check your PVC Report and Encourage your team toward close of business
7. 25<sup>th</sup> of the month – Another push for you and your team to close the business month strong
8. 30<sup>th</sup> of the month – Another push for you and your team to close the business month strong
9. Last Day of the Month – Print your PVC Report and make sure promotions and qualifying are done
10. After Close of Business – Print your PVC Report and evaluate in order to plan for the next month!

**TO DO LIST** - Put this list in order of importance (High, Medium and Low). Take time each day to accomplish tasks on this list - always do **Check Building Activities** first. Eliminate papers from piling up on your desk by transferring information to this list or to your calendar. Take stack of papers and “post it notes” and either **ACT ON IT, FILE IT, PUT IT ON “TO DO LIST”, OR TRASH IT!** A clean desk is best and will produce better results!!

**ADDRESS BOOK** – As you meet people friend them on Facebook and then record as much information/details as possible into your address book or electronic records as soon as possible (*i.e. list information you gave to them, what video you sent to them, names of their children, start date of order, notes from each conversation you have with them, etc.*). You can also download an app called HOT LST – to create a “hot list” of names to follow up with