

Number 1: Create a designated work space. If you have a separate room that you can turn into an office at your home- awesome! If not, no worries just make a space in the corner of a room that is ONLY for your business make sure that the space is clutter free and free of any other things that will distract you. This setting will instantly (with the clutter-free and all of that) this setting will instantly put you in an efficient state of mind. When you have a designated workspace you can easily figure out the dimensions of that space and use it as a tax write off for portions of your mortgage, your rent, your utilities, your internet. It's one of the many perks of having a home business.

Number 2: Schedule your time. It is VERY easy to waste your day away. I know how it is, by the time I've had coffee, check my email, make some calls, hang around facebook for a while- a lot of times it's time for lunch or even after, that's why it's important to develop a daily schedule to organize your time. For me, I always try to do my personal development in the morning. It starts the day off in a positive way. Then after they're up, I return emails and calls from my team members from 12 -2 that's when I focus on adding new business when I make and take prospecting calls no matter what. And I stick to that schedule always. And how you structure your schedule doesn't really matter as long as it works for YOU. When you're making your schedule, you'll want to think about time you'll spend talking to potential business, time for training calls, the time for your team members and of course time for your family and personal time as well. When you don't have a schedule it is VERY EASY to get overwhelmed. What do I need to do? What do I do first? And it's also very easy to get to the end of the day and not truly get anything done. The fact is you cannot be productive when you're overwhelmed. It's hard to implement your passion when you're in that state of mind. So take the first 15-20 minutes of everyday to plan your day. Don't start your day until you've completed planning your time for the day. The most important time of the day, really, is the time you schedule to schedule your time. So you should never start your working day not knowing what you want to achieve by the end of it. Make a plan, even if you just take a sheet of paper and write down the top three things you want to achieve that day is fine. But laying it out will make a HUGE difference in the way you spend your time.

Number 3: Determine what part of the day you have the most energy and feel the most productive and schedule the thing that HAVE TO GET DONE during that time. For example, if you're a morning person, you might want to hit the phones first thing in the morning and start calling potential business. I don't particularly like getting up in the morning but once I get going I feel more productive in the morning. So I schedule all my important stuff in the morning time. I know that I start winding down at about 3 pm so I never really schedule anything between 3 and 5. And then I pick back up after dinner, I have a lot of energy at that time so I usually schedule my important things for the morning or for the evenings. Determining what part of the day you do have the most energy and feel the most productive will really help out with your time management.

Number 4: create a to do list. It's really important to write down your goals for the day, for the week, and for the month. Not only will you get more done, but you'll also feel an exciting sense of accomplishment every time you check off a task on your to-do list. You will want to prioritize your to-do list. Put it in number order or you can put stars next to the most important things or you can highlight. Or I've always put dollar signs on the money making activities, whatever works for you. You can list the "have to get dones" and the "like to get dones". I have two columns when I'm doing my to do list. My have to get dones and my like

to get dones for the day. And a to-do list sounds like a very simple idea but it is one that is over looked and one that can make all the difference on the success of your day. Once I create a to-do list and I stick to it, I'm unstoppable. I get so much done and I really feel proud at the end of the day. Versus the days I forget to do a to-do list or I just say oh I don't need one today, I get to the end of the day and the day was just a mess. So definitely consider doing a to-do list it will make a big difference with the outcome of your day.

Number 5: Focus on what you're doing. When you are working on your list, do ONE THING AT A TIME, which is very much easier said than done. And something I've always battled with in my business but when I focus on what I'm doing, I'm much more productive. You will increase your concentration when you do this and you will be much more effective. Your value increases and your business grows. So focus on what you're doing. Don't be thinking about everything else you have got to get done, it's very easy to fall into that pattern. But schedule your time, create blocks of time that are created to complete only the task at hand so that you don't feel guilty when you're working on that item on your to-do list.

Number 6: Stop checking your emails every 5 minutes. This is a HUGE time waster and distraction. But we are drawn to NEW. It's human nature, it makes us feel good and it makes us feel important but ignore it when you're working on something. Every time you check your email when you're in the middle of working on something else, it pulls your focus from what you were working on and you lose time trying to get back to that task. You lose momentum. It will have your mind wondering here there and everywhere. I know it does for me. If you're working on something important, turn off your email so the dings of new emails coming in don't distract you. Try to limit the amount of times you check your emails to about 3-5 times a day. Of course this is very hard to stick to especially with this smart phone world we live in today where we have access to our email at any given moment. Just make sure that the number of times you check your emails per day is not pulling you for the task you are doing at that time.

Number 7: Eliminate distractions. And by distractions I mean TV, Facebook, Instagram, Candy Crush, all those little things that pull us away from our business and what needs to get done. Eliminate them when you're working on your business. We all love those things for entertainment purposes but there is a time and there is a place for that and it does not fit into your work day. So eliminate those distractions.

Number 8: Don't take personal phone calls while you're working. Obviously we cannot turn off our phone while we're working because we are expecting calls from potential business. However, screen your calls during your work hours. More often than not, your personal calls that you receive are not super urgent. So if your best friend is calling you and you know it's just to chat, let it go to voicemail and call her back after work. If you're working at a job for a boss, you wouldn't be able to take that call. Treat your business with that kind of respect and it will respect you back with the success that you want, that you need, and that you deserve. So put those personal calls to voicemail for a little bit.

Number 9: Shut the door. This may sound obvious, but it's hard to screen out distractions when your spouse, your kids, your neighbor can walk into your office at any time and strike up a conversation. So that's why it's a good idea to have your work space in a room where you can shut the door when you have to make an important phone call or concentrate on your work. If that's not possible, just explain to your family that there are certain hours during the day when you'll be working and ask them to respect your boundaries, now of

course that's easier said than done and it takes a little time for them to adjust to it and take you seriously but keep telling them, they'll get used to it, trust me. One problem that I have faced is that my family and friends think that since I work at home I'm just sitting at home, eating bon bons, watching shows and think that I have tons of time to hang out and I would remind them over and over again that yes I do have flexibility here and there to do things WITH notice, but the majority of the time I'm working and I'm building a business just like someone who works outside of the home and takes it seriously.

Number 10: Log what you do. Something great that you can do is monitor what you're doing on a daily basis. Get to know what you're spending your time on and work on improving and becoming more productive. Logging what you do will make a huge difference. It's much more effective than floundering around and letting the hours go by and not getting anything done. I've definitely fallen victim to that on more than one occasion. But when I log what I do, I'm much more productive. You don't want to go through your day half unconscious and all over the place and especially you don't want to get to the end of your day and not know what you actually did that day. You'll just feel exhausted and overwhelmed and you'll just feel yuck and a lot of times you may even feel guilty about that, and that will not create success. The great thing about logging what you do, is where you can find out where you're wasting your time, where you're confusing activity with accomplishment. You will learn your numbers as you log what you do, how many ads does it take to generate the leads that you need, how many presentations does it take to enroll a member. Any successful person knows their numbers. LOG ALL OF IT. It will help you with goal-setting as well. For example, if I want to have 10 new business partners or sell 5 gifts this month, I can tell you how many presentations I need to make because I track my numbers. Any successful person knows their numbers. They know what their passionate about, they know what they need to spend their time on a daily basis. So, log what you do. Start doing that today.

Number 11: Multitask. When you're working at home and you're talking to someone else who wants to work at home, it's good that you can walk around your house you can talk to them while you're picking up toys or other things around your house. I clean my whole house while talking to prospects. I think this is the only call I actually sit down at my computer to make. Most people will love that you are at home and have the freedom to also do other things. Most people will think "I want to be at home making money while also taking care of my home and family. So it's okay to say that and to do that because they want to work from home and if they hear your kids in the background, you can use that to your advantage. I would incorporate your kids into my presentation if they're around. Some people like to purchase a headset to work like this or some are just comfortable carrying the phone around the old fashioned way like I do.

Number 12: Work in 30 minute blocks. It is so easy to just flounder around and do whatever comes to mind at any given moment, but don't allow yourself to operate that way. Take an activity and give yourself a 30 minute block of time where you only focus on that one activity. Turn EVERYTHING else off. TV, Facebook, EVERYTHING. And just focus on that one activity. I do this with emails especially. I say I'm going to sit here and answer emails for 30 full minutes and not do anything else. You can set a timer for this. I find myself being a lot more effective with my time and getting a lot more done when I work in these 30 minute blocks. It also helps for those who get bored easily, switching a task every 30 minutes, it just helps you get your day going in a little bit more fun way.

Number 13: Ask someone to watch your kids. This is GREAT when you schedule someone to watch the kids to get some work done without any distractions. You can also talk with some of the other moms in the neighborhood or daycare and see if they want to swap out some play dates. You can have her kids over and another day you can send your kids over so you can get some real good work in

Number 14: Ask for help. This one is a tough one for me to do. Ask your kids, spouse, family members, delegate some tasks to them that will free up some of your time. For example, have your teenage daughter do the dishes so you can have a bit more time. Have your spouse make dinner one night. When we ask for help and get it, we can be more productive and be happier and we can reach our goals a lot quicker.

Number 15: Use Technology. One of the most beautiful things, in my opinion, about this age that we are living in now is all the technology we have at our fingertips. Yes there is some bad with that but you can really use it for a lot of good. Texting, IMing, facebook, phone apps- use these to help you save time with communicating with people. For example, in your business, make sure ALL your team members know that they can access you by these methods. A text to answer a quick question is much more effective than a 30 minute phone conversation. It not only saves you time, but it saves your team member time. If you have a smart phone, look into getting an app that will help you with creating a schedule and a to-do list, set up reminders for things that need to get done. There are so many apps out there for time management. I believe you can look under “productivity” in the app stores and you’ll find tons of them out there and most of them are free.

Number 16: Team calls. Attending team calls is a huge time saver for everyone. We all have the same questions and we all need to learn the same stuff. Jumping on these calls and learning all together is a HUGE time saver. For example, imagine a leader who has 30 team members. All 30 of them need to learn prospecting tips, how to post free classified ads. But instead of that leader calling each one of them explaining to them for 30 minutes how to do something, each one of those members can jump in on the call and learn all together about how to post free classified ads, or learn prospecting tips. And after, they can contact their enroller with quick questions. This is not only a big time saver for the leader, but for the 30 team members as well, so that they can focus on getting into action and getting a check into their hands immediately. (talks about all the calls that we are posting on the LBB challenge site.

Number 17: Use the company facebook group. Another time saver. Love technology. We are all over there on a daily basis asking, answering questions, supporting, we are all there every day. You can get your questions answered there within seconds most of the time. People are there ready to help so you can visit there and so can your team members. If you’re not a member of the facebook group, you need to be. .

Number 18: Wake up 15 minutes earlier than you need to every morning. 15 minutes earlier makes such a big difference. This is such a simple tip that will help you make all the difference in the tone of your day. You can take these 15 minutes to really just enjoy the peace and quiet before the crazy, busy day starts. I personally just like to drink my coffee and read my personal development and it really starts my day off in a great way so give it a try, you’ll definitely notice a difference in how your days flow.

Number 19: Take care of yourself. Get plenty of sleep, exercise regularly, eat healthy. This will make a huge overall difference in your energy level, your attitude, in your ability to learn new things, how you treat people how you handle obstacles, how you handle any challenges, this will make a big difference in your days and in your life.

Number 20: Give yourself time to create an efficient routine. Good time management requires discipline and it requires commitment. It takes a bit of time and energy to master but it's an amazing process. You will find that you will think better, work better, you will develop a higher self esteem. You will be all around happier.