

Module 6 Text

Daily Habits

- If you want to reach your goals from Module 4, you will want to set priorities. Priorities means putting what is important first. It does not mean you can't have fun, but you only have fun after you have made successful progress on your business.
- If you want your business to grow and you want to make money, you need to focus on the things that make you the most money. Productive time means that you have a specific amount of time designated to put effort into the things that make your business grow.
- There are three basic ways of getting your business to grow that you want to focus on in your productivity time.
 1. Get more customers –Connect with more leads/referrals, convert the leads into customers.
 2. Raise your profit for each sale.
 3. Increase the frequency of a customer buying from you.
- All work and no play make business dull and goals hard to reach. You want to schedule fun distractions. It is OK, to take a day off! As a matter of fact, I highly recommend it. Taking a day off allows you to refresh. They call it 'recreation' or re-create-ion for a reason. The key is to step away from your business one day a week. It allows you to come back to your business with fresh eyes.
- Everyone has a time of each day where they work best. If you can realize what your normal rhythm is, then you can take advantage of the way you were made. Are you a morning person or a night person? Where in your day are you the most creative? Where are you the laziest? What part of the day can you focus best? If you can answer these, you will have a head start in maximizing your time. You can schedule your time to work best for you.
- **ACTIONS TO TAKE**
 1. Type up your perfect day. What would it look like?
 2. Type up a perfect month. How often would you work? What would you do for fun if you were already a success? (post pictures or create a dream board: pinterest?)
 3. Get a time management system, (a.k.a. a calendar), paper, online, phone...whatever it is, just use it.
 4. Set up a basic daily schedule. Set up daily priorities. Set up productive time.
 5. Set up a day off each week and stick to it!!