

# *The 10 Step Business Organizer*

## INSTRUCTIONS

Fill in each item as you learned from Lesson 5, working the list up and down 1 through 10 until you have everything aligned and a complete plan of action on what you need to do, to reach your goal. See the example following this outline.

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1. GOAL \_\_\_\_\_

2. REASON: \_\_\_\_\_

3. RULES: \_\_\_\_\_

4. HOW WILL THIS BE  
DONE: \_\_\_\_\_

5. WHAT NEEDS TO BE DONE DAILY, WEEKLY AND  
MONTHLY: \_\_\_\_\_

6. TRAINING TO DO:  
\_\_\_\_\_

7. GET INTO ACTION WITH YOUR DAY PLANNER OF THINGS TO  
DO: \_\_\_\_\_

8. THE BIG PICTURE: \_\_\_\_\_

9. TRACKING  
PERFORMANCE: \_\_\_\_\_

10. WHAT IS THE MAIN PRODUCT YOU ARE WORKING TO  
CREATE: \_\_\_\_\_  
\_\_\_\_\_

# The 10 Step Business Organizer

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1. *My Goal is to build my business where I am earning a minimum of 100,000 a year.*
2. *My why is to be able to live comfortably and spend quality time with my family.*
3. *I will work every day like a normal job until I reach my goal. I am a Networker and will learn everything I can learn about Networking and Nikken. I will participate in all Nikken activities.*
4. *I will follow the Nikken Compensation Plan and build each rank, one step at a time to achieve my Goal.*
5. *Things to DO:*
  - a. *Get a day planner and get organized*
  - b. *Get a large calendar for posting events and webinars*
  - c. *Put together my list of people I want to see*
  - d. *Set up times to talk with my mentor or up-line or both.*
  - e. *Talk to 3 people a day about the business or product*
  - f. *Set up a time to review the Comp Plan daily*
  - g. *Find 3 Key business partners that really want what I want.*
  - h. *Set up a weekly in home meeting with my key folks.*
  - i. *Get out in community and start letting folks know what I do*
  - j. *Order my promotional materials and business cards.*
  - k. *Keep practicing my story and presentation*
  - l. *Put together my presentation book.*
  - m. *Make at least one retail sale each week.*
  - n. *Keep my day planner full of activities.*
  - o. *Work out when all the webinars or calls are being conducted and plan out and schedule being on those that fit into my schedule.*
  - p. *Spend a bit of time each day learning something about the business and products.*
6. *Projects I want to do:*
  - a. *HBM find when the next HBM class is being held and work it into my agenda.*
  - b. *Find one Book to read about Networking*
  - c. *Complete and review the Smart Networker Video Book.*
  - d. *Do some Internet research on the Health Care Industry.*

7. Plan out each day with activities from the list in # 5 with the most important being talking to people, finding people to talk to, following up with those I have already talked with. Find my first key leader. Sell some product today.

8. To make 60,000 a year or 5,000 per month I need to generate 83,333 in CV each month.  $83,333 \times 6\% = \$5,000$ . If the average production from my Leaders and business builders is \$1500 CV per month then I need to have an organization with  $83,333 / 1500 = 55$  people.

In order to have 55 people in my organization that I can get paid on I need to be Diamond and therefore get paid to the fifth level.

I should have a minimum of

3 Front-Line

9 Second Level

18 Third Level

25 Fourth Level

I will create a Picture of this on a large sheet.

9. I will track the following activities

a. Contacts made daily/weekly

b. Follow-up calls daily/weekly

c. Presentations made daily/weekly

d. Sign-ups daily/weekly

e. Retail sales daily/ weekly

f. Meetings held weekly

g. Meetings, calls and webinars attended weekly

h. Volume monthly

i. Income monthly

j. Total Consultants monthly

10. A Consultant who builds the business because it is a solution to his/her life situation that he wants to solve.

The whole idea of this document is to make sure that everything you need to do is known and understood. This will allow you to focus on what is important and that is talking with people and getting them involved in Nikken.