

MY WEEKLY PLAN/ IPA SHEET

WEEK OF: _____

4 HOUR IPA (INCOME PRODUCING ACTIVITIES) = 4 HOURS/DAY (5 DAYS/WEEK)
 SCHEDULE 30 MINUTES TO HOUR TIME SLOTS THAT WORK FOR YOU & FILL IN WHAT YOU ARE WILLING TO DO FOR YOUR BUSINESS & CAN COMMIT TO FOR THE WEEK:
 ___ **BOOKING** ___ **COACHING** ___ **CUST. SERV** ___ **SHARING THE OPPORTUNITY**

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5:00AM							
6:00AM							
7:00AM							
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							
YOUR RESULTS ENTER NUMBERS	___ BOOKINGS ___ COACHED APPTS. ___ SALES (NEW & REORDER) \$ _____ ___ SHARING APPTS.	___ BOOKINGS ___ COACHED APPTS. ___ SALES (NEW & REORDER) \$ _____ ___ SHARING APPTS.	___ BOOKINGS ___ COACHED APPTS. ___ SALES (NEW & REORDER) \$ _____ ___ SHARING APPTS.	___ BOOKINGS ___ COACHED APPTS. ___ SALES (NEW & REORDER) \$ _____ ___ SHARING APPTS.	___ BOOKINGS ___ COACHED APPTS. ___ SALES (NEW & REORDER) \$ _____ ___ SHARING APPTS.	___ BOOKINGS ___ COACHED APPTS. ___ SALES (NEW & REORDER) \$ _____ ___ SHARING APPTS.	___ BOOKINGS ___ COACHED APPTS. ___ SALES (NEW & REORDER) \$ _____ ___ SHARING APPTS.

MY WEEK INCLUDES:

COLOR IN YOUR WEEKLY PLAN SHEET WITH THE COORDINATING COLORS TO PLAN YOUR WEEK!

BLUE: QUIET/FAITH/EXERCISE TIME
YELLOW: FAMILY TIME
RED: DATE NIGHT
GREY: OTHER JOB
GREEN: BOOKING APPTS CALLS
GREEN: FACIAL(S)/ PARTY/ SHOWS
GREEN: COACHING (HOSTESS/GUESTS/UPCOMING APPTS.)
GREEN: CUSTOMER SERVICE CALLS/SALES/REORDERS
GREEN: SHARING APPOINTMENTS (BOOKING & SHARING TIME)
PINK: SUCCESS MEETING (LOCAL MEETING OR VIA OOVVOO)

WEEKLY SALES:

SALES GOAL: \$ _____

TOTAL SALES: \$ _____

MY STAR:

ORDERS PLACED THIS WEEK:

\$ _____ WHOLESALE ORDER

DATE PLACED: _____

\$ _____ WHOLESALE ORDER

DATE PLACED: _____

STAR TOTAL TO DATE: \$ _____

TEAM BUILDING:

SHARING APPTS. HELD: _____

NEW TEAM MEMBERS: _____

BOOKINGS SCHEDULED FOR

NEXT WEEK: _____