**INCOME PRODUCING ACTIVITIES**

* Renew classified ads or post on Facebook
* Update advertisements to increase my list
* Record a video to send to my list
* Record a video to place on my inspired media
* Review e-mails for questions from prospects
* Write e-mails to add to my autoresponder
* Create new funnels to help build my list
* Follow up with prospects that are interested
* Sign up people
* Work with my team on training

TIME MANAGEMENT Mon – Fri

8:00 – 8:30 Renew classified ads and write new ads

8:30 – 10:30 Record video for my list and my inspired media

10:30 – 10:45 Break

10:45 – 12:00 Add e-mail to my list

12:00 – 1:00 Lunch

1:00 – 2:30 Review e-mails from prospects

2:30 – 3:30 FU w/ prospects and sign people up

3:30 – 4:30 Post on Facebook

TIME MANAGEMENT Sat

9:00 – 9:30 Renew classified ads and write new ads

9:30 – 11:30 Record Videos

11:30- 12:30 Lunch

12:30 – 1:15 Review e-mails from prospects

1:15 – 2:15 FU w/ prospects and sign people up

2:15 – 3:15 Self-improvement (read books)

3:15 – 5:00 Course training

TIME MANAGEMENT Sun

1:30 – 2:00 Renew classified ads and write new ads

2:00 - 5:00 Record Videos

Explanation of Tasks

**Record videos for my list.**

You need to record videos to communicate with you list. This helps them get to know and trust you.

**Record videos for my inspired media.**

You need to record videos to post on youtube or vimeo. These videos are providing a service to others. Record videos that answer questions asking online. Once you provide a service to them then you can offer that they join your list or review your product. If you are not using my inspired media you need to review this site.

At the top of the page I have listed items that produce your income. All items are needed but some items do not help you directly product income. So, I recommend you focus more on income producing activities.