



The following exercises will support you in creating greater freedom and flexibility by planning your time effectively.

Experience greater success as you integrate the Success Habits into your day, week, month, and year with these powerful planning supports. You'll find that each of the calendar pages have the Success Habits integrated into them. If you feel drawn in another direction for a day, follow that, always returning to your home base of the Success Habits.

### PLANNING YOUR SUCCESSFUL WEEK

Time mapping is a great way to create success by simply and effectively organizing time between personal, family, business, and other responsibilities.

- 1 First, start by listing all of your regular time commitments below (i.e. household, family, church/charity, work, dōTERRA, etc.), noting about how much time is required for each:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 2 Highlight the 3 most important activities. Add them first to your calendar below in the ideal (or scheduled) time slot.

- 3 Plug in any other time obligations below to create a typical week's schedule. Identify what times you will work on your business. Be sure to integrate the Weekly Success Habits. Keep your schedule flexible by only adding up to two time commitments per morning, afternoon, or evening period. Keep some open space to support sanity and your ability to stick to your plan no matter what comes up.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MORNING							
AFTERNOON							
EVENING							

\*Remember the Law of the Harvest: we reap what we sow. The more effort you put into dōTERRA, the more you will receive from it. Grow your dōTERRA business on your own perfect timeline, at the pace that fits your life and will support reaching your goals.

## PLANNING YOUR SUCCESSFUL DAY

Just as following the recommended daily health regimen (p. 107) will support improving your health, following this recommended daily business building schedule will support your business success by incorporating the Daily Success Habits.

	Daily Recommended Schedule	Your Ideal Daily Schedule
Daily Success	<b>MORNING</b> ☆ Affirmations & Vision Statement - Reading/saying aloud ☆ Personal Development (30 min.) - Reading something inspiring, journaling, etc.	
	<b>AFTERNOON</b> ☆ Connections (2+ contacts, customers, & builders)	
	<b>EVENING</b> ☆ Quick planning of the next day's top 3 tasks & connection priorities ☆ Reflection: Journal about lessons learned & gratitude	

Structure and map out the ideal, while being flexible to also live in the real. Be present. If things start getting crazy, go through these exercises again, reframing priorities and routines to structure your schedule for success.

## TIPS FOR SUCCESSFUL PLANNING

- **Plan your year:** Keep it focused & simple. Spend time soul-searching for an attribute you want to develop or a big goal you want to create.
- **Plan your month:** Sit down by yourself or with your spouse/partner to explore what's working that you want to continue and what you want to create differently/adjust the following month.
- **Plan your week:** A great time to map out your week is just after your weekly mentoring call. Move forward with the clarity provided by your *Weekly Check-In*.
- **Plan your day:** A great day starts the night before and a great night ends with gratitude.
- **Create routines:** Group small (5-30 min.) activities into sets of routines with the intention of making them into habits (e.g. "morning routine" = personal development, affirmations, shower, brush teeth, get dressed, etc.). When something is habitual, it frees your mind and energy up for other things.
- **Remember:** Believe rather than doubting. Prepare rather than daydreaming. Begin rather than procrastinating. Work rather than wishing. Commend rather than criticizing. Persist rather than quitting.

*"Plan your progress carefully; hour-by hour, day-by-day, month-by-month. Organized activity and maintained enthusiasm are the wellsprings of your power." - Paul J. Meyer*