

4 Hour IPA (Income Producing Activities= 4 Hours/Day (5 Days/Week)
 Schedule 30 minutes to an hour time slots that work for you & fill in what you are willing to do for your business. What can you commit to for the week?

MY WEEKLY PLAN/ IPA SHEET

week of: _____

___ **Booking** ___ **Coaching** ___ **Cust. Serv.** ___ **Sharing the Opportunity**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5AM	5AM	5AM	5AM	5AM	5AM	5AM
6AM	6AM	6AM	6AM	6AM	6AM	6AM
7AM	7AM	7AM	7AM	7AM	7AM	7AM
8AM	8AM	8AM	8AM	8AM	8AM	8AM
9AM	9AM	9AM	9AM	9AM	9AM	9AM
10AM	10AM	10AM	10AM	10AM	10AM	10AM
11AM	11AM	11AM	11AM	11AM	11AM	11AM
12PM	12PM	12PM	12PM	12PM	12PM	12PM
1PM	1PM	1PM	1PM	1PM	1PM	1PM
2PM	2PM	2PM	2PM	2PM	2PM	2PM
3PM	3PM	3PM	3PM	3PM	3PM	3PM
4PM	4PM	4PM	4PM	4PM	4PM	4PM
5PM	5PM	5PM	5PM	5PM	5PM	5PM
6PM	6PM	6PM	6PM	6PM	6PM	6PM
7PM	7PM	7PM	7PM	7PM	7PM	7PM
8PM	8PM	8PM	8PM	8PM	8PM	8PM
___ Bookings	___ Bookings	___ Bookings	___ Bookings	___ Bookings	___ Bookings	___ Bookings
___ Coached Appts.	___ Coached Appts.	___ Coached Appts.	___ Coached Appts.	___ Coached Appts.	___ Coached Appts.	___ Coached Appts.
___ Sales (NEW AND REORDER)	___ Sales (NEW AND REORDER)	___ Sales (NEW AND REORDER)	___ Sales (NEW AND REORDER)	___ Sales (NEW AND REORDER)	___ Sales (NEW AND REORDER)	___ Sales (NEW AND REORDER)
___ \$	___ \$	___ \$	___ \$	___ \$	___ \$	___ \$
___ Sharing Appts	___ Sharing Appts	___ Sharing Appts	___ Sharing Appts	___ Sharing Appts	___ Sharing Appts	___ Sharing Appts

My Week Includes:

Quiet/Faith/Exercise Time	Booking Appts Calls
Family Time	Facial(s)/Party/Shows
Date Night	Coaching (HOSTESS, GUEST, UPCOMING APPTS)
Other Job	Sharing Appts (BOOKING & SHARING TIME)
	Success Meeting (LOCAL MEETING OR VIA 00V00)

Color in your weekly plan sheet with the coordinating colors to plan your week!

My Star:

Orders Placed This Week:

\$ _____ Wholesale Order

Date Placed: _____

\$ _____ Wholesale Order

Date Placed: _____

Star Total to Date: \$ _____

Weekly Sales:

Sales Goal: \$ _____

Total Sales: \$ _____

Team Building:

Sharing Appts Held: _____

New Team Members: _____

of bookings scheduled for next week: _____