



LEARN HOW TO

Get Your Life Back!

Go From Full-Time
Busy Professional to
Rock Star Entrepreneur
In 4 easy Steps

TAKE CONTROL OF YOUR SUCCESS TODAY!

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Get Your Life Back!

HOW TO GO FROM FULL-TIME BUSY PROFESSIONAL TO ROCK STAR ENTREPRENEUR IN 4 EASY STEPS

1 GET ORGANIZED

Some people call this step 'setting up office'. You want to do this quickly and move on. This is to be done during down time not during money making time. The whole point of it is to allow you to function in the most efficient manner and to cover a few items that cause people to miss contacts or follow-ups.

- Have a designated work place which is free from distraction, in which to make calls and conduct your business. Always leave your work area clean and all papers filed when you finish working.
- Organize your files so that you can find things in 30 seconds or less.
- Do it now! Avoid procrastination, with the exception of tasks that are unimportant to your business.
- Every Sunday evening plan the upcoming week's activities and goals and write them in a week at a glance appointment book.
- Don't fool yourself. At the end of the work day, ask, "If I had someone on my payroll and they did exactly what I did today, would I keep them?" Know the difference between busy and productive.
- Make sure you have a professional voicemail greeting.
- Get a good hands free headset. People can hear when you are straining to hold your phone. It also frees your hand to write notes.
- When answering your business line be sure to answer it professionally, "Hello, this is John"
- Check your caller ID on your business line so that you can call back people who don't leave a message. When doing this, write those numbers down in your call log for easy reference. DO NOT rely on scrolling back through your phone to find someone's number.
- Return all calls within 24 hours. This will prevent you from losing a number or forgetting why someone called.
- Know your cell phone etiquette - it needs to be OFF/SILENT and put away when you are in training with your team lead or in a meeting with a prospective client. Both parties need your undivided attention.
- HAVE AN APPOINTMENT BOOK - A week at a glance. Most people operate on a weekly or monthly basis. A weekly planner allows you to see a bigger picture but give you enough space to write in details. Look for one with timeslots late enough to be conducive to when you work your business.



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2 MANAGE YOUR TIME

There is NO SUCH THING as Time Management!! We all have the same 24 hours in a day - every day. What you can do is manage your priorities to be most effective with the time you have.

- Refer to your APPOINTMENT BOOK 'DAILY' A weekly planner allows you to visualize your week in front of you. It allows you to be organized and provide you with daily accountability you need to keep on task.
- Plan your work and work your plan. Set your "Hours of Operation" - Develop a time schedule in which to build your business and adhere to it. Mark this time in your appointment book and have it open every day as a reminder.
- Schedule important tasks at the time of the day when you are at your best.
- Confirm all appointments! You only have one real commodity and that is your time, don't waste it by getting stood up on your appointments. Confirming appointments also conveys that you are a professional and your time is valuable.
- Practice short-term massive action. If you want your business to grow quickly, follow the system. These are the five activities that will create the most results for you:
 1. Make your list and build your network
 2. Set up appointments
 3. Presentations
 4. Follow up and close
 5. Training/Personal Development

If you're doing something that doesn't fit into one of these categories within your weekly planner, you are not making money on it and you should not be focusing on it all. Add other activities only AFTER you've completed all your money making activities.

- Do the tasks that you fear most and are hardest, first! They are usually the more important things that you should be doing; keep working on them until completed. After that, everything else will seem easy.
- Learn to use the most important word in time management - "NO" - when people make demands on your time, for unimportant or low priority tasks. Since time is limited/valuable, every time you say YES to one thing, you are saying NO to something else.



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3 SET YOUR GOALS

One thing that can short-circuit your journey into owning your own business and the freedom it offers is lack of direction. It's also one of the things we are constantly helping people to define. Setting a goal provides a compass of where you want to go, while achieving that goal feels so much more satisfying than 'accidentally' getting there. It drives us and pushes us forward. Here are some tips on how to set goals in your business:

- Write down your goals and place where they can be viewed.
- Think about what you're going for and how you're going to get there

This is going to help you define what you're shooting for, your end result, and your reward in the end.

- The secret to success in this business is speed. So it is very important to carve out a 'season' of time to dedicate yourself to your goal and go for it. If your goal is long-term, break it up into smaller goals that you can focus on for 30-90 days. These goals will produce more frequent successes and keep you going toward that larger goal.
- When you make your goal commitment, share it with your sponsor, your team, and your family. If you don't include your family it will be hard to get their support. Include them in your reward, like a family vacation, where they too have something to gain from it to help you get to your goal.
- Goals are specific. It's not enough to say "I want to be successful". It needs to be specific or it's not a goal. For example: "I want to impact X number of lives in X number of days" and go for it.
- Pick the incentive your company is having, or rank promotion. Make your list of how many people you want to call, how many presentations. Put yourself on a goal like 3-5 presentations per day. Set up a white board, or better yet, two white boards. One will be a calendar board with your plan. The other is a board for your dreams and goals. Maybe a vacation, a car, a house, how many business partners you want to have.
- Break down your goal. Do the math. Network marketing businesses are driven by productivity; therefore, most promotions and incentives are tied to that. If your incentive is to have a certain number of new team members, you need to figure out how many presentations it will take, how many follow ups, etc. Break it down and you will stay on track. Likewise, if your promotion is based on acquiring a specific volume of business you will need to assess and add up how many team members that takes, how many customers, how much your team is adding to that number, and so on.

SET GOALS

- 1.
- 2.
- 3.



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4 PLUG IN TO PERSONAL DEVELOPMENT

Personal Development is not only mental, but emotional and physical as well. Each aspect feeds the other two. If you've found yourself simply reading a book and not getting the results you desire, follow these steps to develop your whole self:

- DRESS THE PART – BE PROFESSIONAL!
- Never forget that the most important emotional need for people is to feel important. Always bear this in mind when dealing with people.
- Stay busy at building your business. Keep your funnel full. If you are busy you tend to eliminate negative thoughts.
- Lead by example. Understand that whatever you do, good or bad, your people will do. Remember you are who you hang around with. So be a part of something bigger than yourself, and lead your people to that.
- Confront the tasks that frighten you the most.
- Challenge yourself if someone else can do it, you can do it.
- Don't blame others - accept personal responsibility for the state of your business. If you are not growing ask yourself, "Have I done everything possible for my business to grow?" "Have I been in contact with my leader daily?"
- Ask yourself - "What did I learn from this?" - After every experience, especially the bad experiences.
- Become a "work in progress" - always be improving yourself and your business. Read business building materials, listen to tapes, talk to successful people, and attend seminars.
- Address the attitude: If you have an "I'll just try it out to see if it works" attitude, forget about it! Because one small challenge arises and you're ready to quit. So, will you be here when the going gets tough? Choose to win and don't allow negativity to rent space in your head.
- Be aware of opportunities around you to expose your business. There are always people who are clearly unhappy about their job, money, services, etc. and will complain openly to anyone who will listen.
- Develop the habit of asking people what they do. Now you can offer them a new business opportunity.
- Never accept "NO" as a final answer. Timing is the key, log them for a later contact. You never know; their circumstances could change.
- Listen 80 percent of the time, talk 20 percent.
- Tell others what they are interested in knowing, not what you think they should hear.
- Finally - READ!! If you have a hard time with this, start by setting aside ten minutes in your appointment book to consciously read (I've provided some of my favorites below). Challenge yourself to increase your time spent reading each day until you reach 30 minutes a day (or even more).



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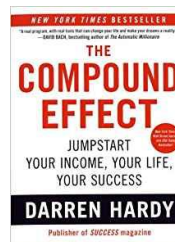
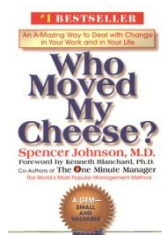
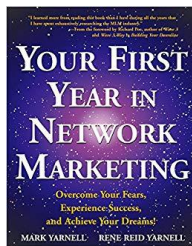
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- Practice - using or incorporating one thing from what you read into your day. Consciously integrating things that you learn immediately helps reinforce those patterns in your mind and body so that they become second nature.

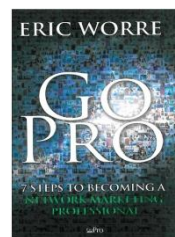
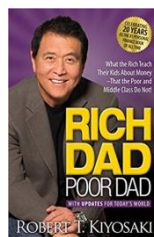
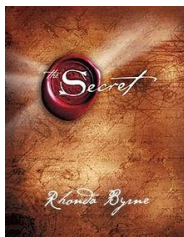
4 PLUG IN TO PERSONAL DEVELOPMENT - RESOURCES

There is an endless supply of titles by some well-known authors in personal development, motivation, marketing and more. If you don't know where to start, the following are just a few books that I've found invaluable:

- *Your First Year in Network Marketing* – Mark Yarnell & Rene Reid Yarnell
- *Who Moved My Cheese?* – Spencer Johnson, M.D.
- *The Compound Effect* – Darren Hardy



- *The Secret* – Rhonda Byrne
- *Rich Dad, Poor Dad* – Robert Kiyosaki
- *Go Pro* – Eric Worre



- *The Greatest Salesman in the World* – Og Mandino
- *The 15 Invaluable Laws of Growth* – John C. Maxwell
- *Think & Grow Rich* – Napoleon Hill

