

WBL Builder's Toolbox Time Management Calendars

Page:	Use and Purpose:
Daily Schedule	Appointments and events are placed in the timed section using the color coding system. The 3 sections on the right give you the ability to prioritize your "to-do" items
Weekly Schedule	Broken into 3 sections, this calendar allows you to turn 1 day into 3. Each section is to be marked up with commitments using the color coding system. The goal is then to fill the rest up with green!
Monthly Calendar	Used to track monthly commitments using the color coding system.
90 Day Calendar	Use this tool to track multiple facets of your business. Use the color coding system to fill in all business commitments (Fast Start Schools, Conference Call and webinars, Opp meetings, etc.) and personal commitments. Use this calendar to indicate recruiting, production, promotion and income goals. By focusing on our business as a 90 day plan we can keep a constant into the activity pipelines.
Color Coding	Red – conference calls, Opp, Training etc. – all the non-negotiable business events you must attend Green – Personal business activity Blue – Team business activity you are involved in Black – activity in your personal, non-Primerica life