Task Worksheet

Daily Tasks

Task	Est. Time	When?
Check Email	30 min	Daily x 2 AM/PM
Return Calls	30 min	Daily x 2 AM/PM
Read Affirmations	5 min	Daily x 2 AM/PM
Send A Heartfelt Card	5 min	Daily AM
Blog Post	30 min	Daily AM
Post in Forums	30 min	Daily AM
School with A	30 min	Daily AM
Call Prospects	1 hour	Daily Afternoon
Character Lesson	30 min	Daily Afternoon
Read with S	30 min	Daily Afternoon
Read with S and A	30 min	Daily PM
Straighten Desk	5 min	Daily PM
To Do List	5 min	Daily PM

Weekly Tasks

Task	Est. Time	When?
Plan Week	15 min	Sun PM
Host Coaching Calls	30 min	Mon PM
Close Shows	15 min	Mon PM
Mail Host Packets / Postcards	30 min	Mon PM
Stuff Customer Folders	15 min	Mon PM
Make Host Packets	15 min	Mon PM
Coaching Calls	Various	Tues AM/PM
Team Newsletter	15 min	Tues PM
Video Post	15 min	Tues PM
Article Post	15 min	Tues PM
Shows	3 ½ hours	Fri PM
Day After Emails	15 min	Sat AM
Guest Speaker	1 hour	Various

Monthly Tasks

Task	Est. Time	When?			
"Get Organized" Newsletter	30 min	1st of the Month			
VT Team Meeting	2 hours	1st Tuesday PM			
Team Meeting Call	1 hour	1st & 3rd Thurs PM			
Plan Meeting	1 hour	WK3 Tuesday PM			
Call Consultants Who Need $200	30 min	WK3 Tuesday			
Stamp Paperwork	30 min	As Needed			

Suggested Abbreviations

Morning = **M**, Lunch = **L**, Supper = **S**, Evening = **E**, Monday = **Mon**, Tuesday = **Tue**, Wednesday = **Wed**, Thursday = **Thur**, Friday = **Fri**, Saturday = **Sat**, Weekly = **WK**, Monthly = **MTH**, Occasionally = **O**

"Not slothful in business; fervent in spirit; serving the Lord" (Romans 12:11).

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