

Working Smarter...Not Harder

- Why should you organize your Usborne Business?
- Organizing Your Desk...
- Organizing Your Schedule
- Organizing your Leads
- Simplify, Streamline, Assembly line



Why Should You Organized Your Usborne Business?

- 1. Time
- 2. Peace of Mind
- 3. So You can Teach others
- 4. Influence Your Children
- 5. Lets you be creative
- 6. Personal Growth
- 7. Bottom Line... You will make more money!!!!





1. Time





2. Peace Of Mind





3. You Can Teach Others





4. You Can Influence Your Children.





5. Lets You Be Creative





6. Personal Growth





7. Bottom Line...You Will Make More Money!



Organizing....



Your Desk....

A. A place to call your own...



c. Train Yourself...





Organizing....



Your Schedule....

A. Office Hours





B. There is A Time For Everything.



Organizing



Your Leads....Leads are money! Take care of them as you would cash!



A. 7x9 notebooks





B. Calling Calendar



Organizing...



Simplify, Streamline, Assembly line.....



a. **Simplify**





Organizing....



Your Home....



Get Help:

1. **Get Help**
 - A. Read...
 - B. Interview
 - C. Schedule time to change

