## Distort Time

### TIME BLOCKS

1. **STRATEGIC BLOCKS**
   - Set office hours and have clearly defined work and family time.
   - At least once per week (or more often as needed), designate a 3-hour distraction-free strategic block—e.g. prospect or builder phone calls, writing/creating content for customer or builder FB groups, etc.

2. **BUFFER BLOCKS**
   - Build flexibility into your schedule. Having one or two 30-minute buffer blocks each day helps prevent overscheduling and reduces excessive stress.
   - Use small windows of time (waiting for an appt. or when picking up a carpool) to quickly engage in PIPES activities. You can answer text/emails or communicate important information for your team or customers on social media.

3. **BREAK BLOCKS**
   - Take purposeful breaks along the way. Use break blocks to rest and reset.
   - Plan meaningful rewards as encouragement when you progress.

### SAMPLE SCHEDULE:

- **Mentor Mondays**
  - Launch New Builders
  - Weekly Team Call
  - Support Existing Builders

- **Take-it-on Tuesdays**
  - Share & Invite – work with prospects

- **Work-it Wednesdays**
  - Present & Enroll – classes, one-on-ones

- **Follow-up Thursdays**
  - Lifestyle Overviews

- **Fun Fridays**
  - Hold Events – trainings, classes, celebrations

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### DECIDE:

Decide the number of hours per day/week to dedicate to growing your business. Be disciplined and prioritize what matters most. To increase activity management skills, refer to *Eat That Frog* by Brian Tracy.

### DO:

- First, calendar standing appointments/commitments you intend to maintain, then fill in PIPES activities. Take 15 minutes every morning (or night before) to map out the day ahead. Make a list of important tasks to accomplish, then pick your top priority for the day and schedule it first.

### DELEGATE:

Delegate tasks that are not the most valuable use of your time. Make a list of what you can delegate and to whom. Delegation can provide your builders with additional opportunities for growth.

### DEFER:

Do the ONE THING—the rest can wait.

### DUMP:

What can be eliminated? Shed low-value activities. What are you willing to say “no” to or give up to reach your goal(s)?

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