

<b>Start Time</b>	<b>Time Slots</b>
8:00 AM	30m

# 4 Hour I.P.A. Plan Sheet

4 Hours/Day ~ 5 Days/Week

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							
DAILY RESULTS = # of bookings, hostesses coached, guests confirmed, customer reorder amount, personal interviews booked							



Start Time	Time Slots
8:00 AM	30m

# 4 Hour I.P.A. Plan Sheet

4 Hours/Day ~ 5 Days/Week

Listen to the 4 Hour Plan Call Recording by NSD Tammy Crayk

[http://www.shanisoffice.com/uploads/5/0/9/8/5098161/director\\_4\\_hour\\_plan.mp3](http://www.shanisoffice.com/uploads/5/0/9/8/5098161/director_4_hour_plan.mp3)

You might want to take notes :)

Schedule time slots that work for you - time that you are able to really focus on working the full 1 hour, uninterrupted.

Use a highlighter on the plan sheet to select your work time.

1st hour of day = **booking** calls to book personal skin care classes

2nd hour = solid hour of **coaching** calls to upcoming hostesses/guest lists

3rd hour = solid hour of calling current customers for **reorders**

4th hour = solid hour of calling to book personal face to face **interviews**

- 1) Booking Personal Classes
- 2) Coaching Hostesses/Guest List
- 3) Customer Reorders
- 4) Book face to face Interviews