

# Weekly Time Blocking

dōTERRA®

Color code for specific time blocks

Green: Family and relationship commitments / Blue: Other / Lavender: dōTERRA

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MORNING							
AFTERNOON							
EVENING							

1. Your family and relationships are the most important parts of life. Block out these times first.
2. If you have a job or community commitments, block these times out next.
3. Now block out the remaining open areas with productive dōTERRA time:
  - A. New leads and prospects.
  - B. Sharing samples.
  - C. Following up with contacts, leads, and team members.
  - D. One-on-ones, classes, and online video meetings (include events you are invited to as well).
  - E. Working in your office, sharpening your skills, or having some "you" time.

Hint: The sooner you schedule items and time blocks and continue rolling it forward, the more successful you'll be.



dōTEAM

GOLD STARS TEAM