

Organize your week, not your day

Maybe you can try to organize your week. For example, call hosts on Mondays only. After calling, put together any paperwork related to those calls to get in the mail. I have a folder for each host, and all info goes in there. As soon as I book the show I print out directions and put them in, make a check off list to make sure I have not forgotten anything.

Tues is for CC calls, follow-up afterwards with anything to be mailed or adjustments.

Wed is for cold call leads, bridal shows, etc.

Thurs is for Survivor/CSI/Grey's/ER Do not call me, I will not answer the phone.

Friday is for organizing from the week, etc.

Also, your To Do list should only have five items, any more is overwhelming. Set your timer for 15 minutes **AND STICK TO THE TASK AT HAND FOR THAT TIME. YOU CAN DO ANYTHING FOR 15 MINUTES.** No Chef Success No email No interruptions

I tend to break each day into a mini version of this , and do 15 minutes for each section (Power Hour, Belinda Ellsworth version). I then spend about 15 minutes getting things out to mail.

Also, at shows, if I am talking to a guest about something and they need a follow -up from me, I tell them to write it on their door prize slip, or I make a note of it at checkout. I then go through those slips, get the info they needed, and get it into the mail or email. Seems to be working so far.