

Time Blocking & Productivity: Use your Time Better & Get More Done

with Ericka Champion Wise



Meet Ericka



*Disclaimer- I can teach you
Paparazzi, I cannot teach you
technology!
Google and YouTube are you new
BFFs!

Set a Schedule and Protect It

- Office Hours
 - Family Hours
 - Off Hours
 - Full Time Job Hours
-
- Set these hours according to *your* priorities.
 - No one will protect your time for you.



The Rules

- No multi-tasking allowed
- Turn off what distracts you
- Make time- don't wait for time
- Stop doing what's not serving your business
- Focus on IPAs first

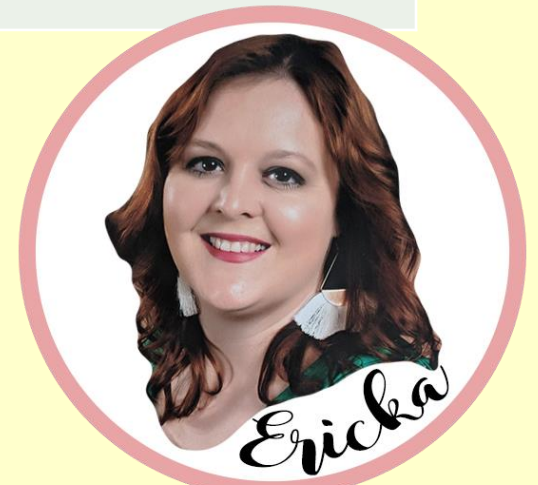


Calendar Creation

Sunday <input type="checkbox"/>		Monday <input type="checkbox"/>		Tuesday <input type="checkbox"/>		Wednesday <input type="checkbox"/>		Thursday <input type="checkbox"/>		Friday <input type="checkbox"/>		Saturday <input type="checkbox"/>	
6am		6am		6am		6am		6am		6am		6am	
7am		7am		7am		7am		7am		7am		7am	
8am		8am		8am		8am		8am		8am		8am	
9am		9am		9am		9am		9am		9am		9am	
10am		10am		10am		10am		10am		10am		10am	
11am		11am		11am		11am		11am		11am		11am	
12pm		12pm		12pm		12pm		12pm		12pm		12pm	
1pm		1pm		1pm		1pm		1pm		1pm		1pm	
2pm		2pm		2pm		2pm		2pm		2pm		2pm	
3pm		3pm		3pm		3pm		3pm		3pm		3pm	
4pm		4pm		4pm		4pm		4pm		4pm		4pm	
5pm		5pm		5pm		5pm		5pm		5pm		5pm	
6pm		6pm		6pm		6pm		6pm		6pm		6pm	
7pm		7pm		7pm		7pm		7pm		7pm		7pm	
8pm		8pm		8pm		8pm		8pm		8pm		8pm	
9pm		9pm		9pm		9pm		9pm		9pm		9pm	
10pm		10pm		10pm		10pm		10pm		10pm		10pm	
11pm		11pm		11pm		11pm		11pm		11pm		11pm	
12am		12am		12am		12am		12am		12am		12am	

Create To Do Lists by Category

Sales	Team	Home/Family	Marketing
Live Sale	Training	Grocery Shopping	Live Video
Album Sale	PS Check In	Fold Laundry	Schedule VIP Group Posts
Wall Drops	Rank Updates	Clean Bathroom	Message 10 friends for parties
Send Invoices			
Ship Packages			



Make Your Life Easier

- Hire an Assistant
- Divide and Conquer at home
- Cinchshare
- ManyChat
- Calendly
- Planoly
- Google Drive



Cinchshare- cost \$10 per month

Browser tabs: (1) Fans of Paparazzi by Ericka, Login | Mailchimp, CinchShare - Post Scheduler

Address bar: app.cinchshare.com/Post/Scheduler#=_

Navigation bar: Apps, Revolution - DashB..., Dashboard < Ericka..., Create Shipping La..., Resource Library - M..., Text Messages

Cinchshare Schedule a Post

User: Ericka Champion Wise (Account Help Logout)

Post Message

Design with Canva | TextClips

Enter a message for your post...

Post Photo

Photo Url:

OR

Upload Photo: No file chosen

1/30/2020 2:15 pm

Select Folder

Schedule Post

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 : 15 am pm

(UTC-05:00) Eastern Time (US & Canada)

[clear all](#)

Facebook Groups

- ☐ Fans of Paparazzi by Ericka Champion Wise
- ☐ Potentially Team W.I.S.E.
- ☐ Shooting Stars!
- ☐ Team W.I.S.E. (team group)
- ☐ The Empowered Entrepreneur Group

Facebook Pages

- ☐ Empowering the Entrepreneur- Ericka Champion Wise
- ☐ Ericka C Wise, \$5 Jewelry
- ☐ In His Name Networking Group

Twitter

- ☐ Ericka Champion Wise

Sort Upcoming Items by

☒ Most Recent ☐ Scheduled Date

Search Upcoming Posts

- Valentine's Day is upon us!! Get your favorite bling right here... 2/8/2020 1:53 PM
- Valentine's Day is upon us!! Get your favorite bling right here <... 2/7/2020 1:53 PM
- Valentine's Day is upon us!! Get your favorite bling right here ... 2/6/2020 1:53 PM
- Valentine's Day is upon us!! Get your favorite bling right here... 2/5/2020 1:53 PM
- Valentine's Day is upon us!! Get your favorite bling right h... 2/4/2020 1:53 PM
- Valentine's Day Shopping Time <3 Comment on the photos to c... 2/3/2020 1:53 PM
- Valentine's Day pieces are here for us to fall in love! Comment o... 2/2/2020 1:53 PM



Many Chat- Free or \$10 per month

The screenshot shows the ManyChat dashboard for a bot named 'Ericka C Wise, \$5 Jewelry'. The dashboard is divided into a left sidebar with navigation options and a main content area. The sidebar includes links to Dashboard, Audience, Live Chat, Growth Tools, Broadcasting, Automation, Flows, Settings, Templates, My Account, and Help, along with an 'Upgrade To Pro' button. The main content area features a header for the bot, followed by three connection cards for Facebook, SMS, and Email. Below these is a 'Bot Overview' section with a line graph showing 'Active Facebook Subscribers' over time, with a date selector set to '16 - January 30, 2020'. The graph shows a steady increase in subscribers from approximately 200 to 210.

Dashboard

Ericka C Wise, \$5 Jewelry

Affordable Fashion Jewelry and an opportunity to change your life \$5 at a time!

Facebook

SMS

Email

Connect

Bot Overview

Active Facebook Subscribers

16 - January 30, 2020


250

200

150



Calendly- Free or \$10 per month



Ericka C. Wise

Hostess Party with Ericka

🕒 1 hr

This is your party scheduler!!
How easy, right?
Pick the party date that works best with your schedule, once that's done I will get with you to explain all the details, ins and outs, and give you instructions on how to make this the BEST party ever!

remember- times are placeholders only, the party runs a full 48 hours to give you the most in sales possible!*


Select a Date & Time

February 2020

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5			
9	10	11	12			
16	17	18	19			
23	24	25	26			

🌐 Eastern Time - US & Car

Troubleshoot



Ericka C. Wise

Team WISE Leaders Zoom

🕒 30 min

📍 Zoom

Reserved for the leadership of Team WISE and held on Zoom.
Have the Zoom Communications app downloaded from the App/Play store and ready for a video call. Ericka will send a link to access the video call via Facebook Messenger.

* A no-show without contacting Ericka will be canceled at minutes past time to call.
* Three no-shows without contacting Ericka will result in your inability to continue to schedule these calls.
* Reschedule if needed using the links provided in your confirmation email


Select a Date & Time

January 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

🌐 Eastern Time - US & Canada (2:16pm) ▼

Troubleshoot



Ericka C. Wise

20 Minute 1-1 Call with Ericka

🕒 20 min

📍 Phone Call to

A 20 minute 1-1 call with Ericka Champion Wise
***** You are responsible for calling Ericka at 321-345-3935 at the time of the call. If no answer send a text *****

*A no-show without contacting Ericka will be canceled at 5 minutes past time to call.
* Three no-shows without contacting Ericka will result in your inability to continue to schedule these calls.
* Reschedule if needed using the links provided in your confirmation email

Select a Date & Time

February 2020

SUN	MON
2	3
9	10
16	17
23	24

🌐 Eastern Time

Troubleshoot

Planoly- Free or Monthly cost

Planoly Dashboard - Visual plan

planoly.com/user/dashboard

PLANOLY | team_wise_paparazzi

PLAN DRAFTS DISCOVER ANALYZE COMMENTS SHOPLINK

STORIES MULTI ADD TO GRID FILTER HASHTAG

UNSCHEDULED SCHEDULED ALL

ADD STORY STORIES EDIT

GRID < > JANUARY 2020

MONTH WEEK REPORT SCHEDULE COMMENTS LIKES

SUN	MON	TUE	WED	THU	FRI	SAT
29 ♡ 4 0 10:45 am	30 ♡ 4 1 9:15 am	31 ♡ 4 0 10:45 am ♡ 4 0 11:01 am	1 ♡ 5 3 8:00 am 9:15 am	2 ♡ 1 0 10:45 am	3 ♡ 8 2 9:15 am	4 ♡ 1 0 6:07 pm ♡ 8 0 6:13 pm
5	6 ♡ 6 3 4:01 pm	7 ♡ 5 0 11:01 am ♡ 6 0 4:08 pm	8 ♡ 15 3 8:01 am	9 ♡ 3 1 10:01 am ♡ 6 0 3:33 pm	10 ♡ 11 2 8:01 pm	11
12 ♡ 4 0 12:15 pm	13 ♡ 10 1 4:01 pm	14 ♡ 2 0 11:02 am	15 ♡ 1 0 12:01 pm	16 ♡ 11 0 10:01 am	17	18
19 ♡ 4 0 12:15 pm	20	21 ♡ 1 0 11:02 am	22 ♡ 17 0 9:00 am	23 ♡ 8 0 10:01 am	24 ♡ 8 0 8:01 pm	25
26 ♡ 3 0 12:15 pm	27 ♡ 6 0 4:02 pm	28 ♡ 0 0 11:02 am	29 ♡ 0 0 7:40 am ♡ 0 0 8:01 am	30	31 8:00 pm	1
2 12:15 pm	3 4:00 pm	4 11:00 am	5 8:00 am	6 10:00 am	7 8:00 pm	8

Windows Taskbar: Type here to search, 2:18 PM 1/30/2020



Google Drive- Free

The screenshot displays the Google Drive web interface. At the top, the browser tabs show 'Fans of Paparazzi by Ericka', 'Login | Mailchimp', and 'My Drive - Google Drive'. The address bar shows 'drive.google.com/drive/u/0/my-drive'. The left sidebar contains navigation options: 'New', 'My Drive', 'Shared with me', 'Recent', 'Starred', 'Trash', 'Backups', and 'Storage' (4.9 GB of 15 GB used). The main area is titled 'My Drive' and features a 'Quick Access' section with four items: 'Claimed Pieces' (edited today), 'Team WISE Leadership Team' (opened frequently), 'Contact Information (Response...)' (opened in the past week), and 'Random Consultant Gift List' (edited in the past month). Below this is a 'Folders' section with six items: 'Podcasts', 'Empowered Entrepreneur Vid...', 'Paparazzi Videos to Be Edited', 'Ericka's Website Resources C...', 'Expenses and Tax Information', and 'Graphic Design'. The 'Files' section at the bottom shows the same four items as the Quick Access section. The bottom of the image shows the Windows taskbar with the search bar and several application icons.



Consultant Productivity Tips

- Use a Timer
- You can't do it all- stop trying
- Remember we sell jewelry, not save lives- there are NO emergencies
- Delegation is crucial
- It's good to learn- better to apply.
- Do Certain things on certain days



Leaders Productivity Tips

- Work Your Business First- that means sales
- Create themes for your team chats/trainings and make them units in your team group.
- Utilize your leaders
- Give your people time to figure it out for themselves*
- Teach people to use their resources- you are not their only resource

Your Enemies

- Distractions
 - Procrastination
 - Multi-tasking
 - Old Habits
 - The Curse of Knowledge
 - Your Ego
- Figure out your triggers
 - Have a plan to get you back on track
 - Give yourself some grace
 - Build in time for life to happen
 - Focus on yourself/your business first



Thank You!

