My-Tyme
SUCCESS PLANNER®

“Successfully Managing the ‘Tyme’ of Your Life”
Our system does more than just track and manage your time. The My-Tyme Success Planner® motivates you to become goal directed—not task driven, as most other planners do. In all six areas of your life—Family/Home, Financial/Career, Mental/Educational, Physical/Health, Social/Cultural, and Spiritual/Ethical—you become proactive—not reactive. You always know what to do next!

The best possible investment you can make is to use your time wisely. With the My-Tyme Success Planner, you can learn how to dramatically increase your productivity without putting in more hours.
Table of Contents

How Does the My-Tyme System Work? ........ Page 3
Monthly Calendar and Tools to Increase
  Your Effectiveness ............................ Page 4
Ordering Your My-Tyme Success Planner®
  Is as Easy as 1-2-3! ......................... Page 5
Accessories ................................... Page 6
Extra Forms ................................. Page 7-8
Binders .................................... Page 9
Order Form ................................. Page 10

With this system you will...
• See a measurable improvement in your personal productivity.
• Experience less stress.
• Get more things done in less time.
• Achieve your goals rather than just set them.
• Deliver on promises because nothing will slip through the cracks.
How Does the My-Tyme System Work?

The My-Tyme Success Planner® makes it easy to plan your day and achieve your goals by using these powerful tools:

**Important Action Steps**: List the action steps that are not urgent, but important because they would make a contribution toward the achievement of your goals.

**Imperative Action Steps**: Prioritize the urgent action steps that are significant and time sensitive for you to achieve your goals.

**Contacts/Follow-ups**: Group together all your calls and designate a time to make them.

**Conference Planner**: Record the names and topics you wish to discuss with various people.

**Today’s Accomplishments**: List the progress you are making toward your goals.

**Commitments/Appointments**: Schedule all your daily appointments and commitments here.

A page for notes is opposite each daily page.
The Monthly Calendar

Each My-Tyme System includes a two-page monthly planner. Begin each month by scheduling blocks of time to focus on the activities that help you accomplish important goals and priorities. Also schedule blocks of time for appointments, commitments, travel time, and important dates. The monthly calendar allows enough space to record up to eight scheduled appointments each day. By scheduling and planning in advance, you begin to see more time available for yourself and others.

Tools to Increase Your Effectiveness

Your My-Tyme System also includes tools developed to improve your planning and organizational skills and to enrich your personal life. Goal Planning Sheets, Conference Planners, Communication Planners, Meeting Planners, Delegation Planners, Goal Tracking pages, Affirmation pages, and A to Z Phone Directory are all vital components of your My-Tyme Success Planner.
Ordering Your My-Tyme Success Planner
Is As Easy As 1 - 2 - 3!

1. Choose the starting month of your set.
Begin now! Do not wait for the new year to roll around to start setting goals, planning, and organizing your time. Your planner can be ordered to begin any month you choose.

2. Choose your binder.
View our assortment of binders on page 9. Choose from three binder styles: full-grain leather with zipper, prima vinyl with zipper, and padded vinyl. Each binder style is offered in either black or burgandy.

3. Choose your accessories and extra forms.
You can choose from many different accessories (page 6): business card holders, compact disc holders, seven-hole paper punch, zip lock pouch, and even engraved initial plates for your binder. And don’t forget to look at our extra forms (pages 7-8). All these tools can enhance and increase your effectiveness.

Success Planner Starter Set (5 1/2" x 8 1/2")

The 12-month *Starter Set Includes:
- A two-page monthly calendar tab for each month
- A 1 to 31 Day Tracking Sheet for each month
- Twelve months of the two-page daily format
- Six multi-colored tabs, including: Index, Notes/Journal, Goals, Goal Tracking, Communication Planner, and Future Planning
- An A to Z Phone/Address Directory including the International Dialing Codes and U.S./World Time Zones
- A 2” D-Ring Storage Binder
- A Calendar Dayfinder

MU12 ......................................................... $52.00
(*Be sure to indicate start month on order form)

Renewal Filler Set
Make sure you have everything you need to plan and focus on another year.

The Renewal Set Includes:
- A two-page monthly calendar tab for each month
- A 1 to 31 Day Tracking Sheet for each month
- Twelve months of the two-page daily format
- A 2” D-Ring Storage Binder
- A Calendar Dayfinder

MR32 ...................................................... $44.00
MR31 (without storage binder) .................... $39.00

(Indicate start month on order form)
Expand and customize your Success Planner with a broad selection of accessories designed to increase the effectiveness and convenience of your planner.

A. STORAGE BINDER
This binder is designed to store a full year’s worth of the Success Planner pages. Archive your pages for future reference. This binder features three 2” D-rings for easy accessibility.
MB220001-Burgundy (only) .................................................. $9.00

B. CALENDAR DAFFINDER
The Dayfinder helps you to find today’s date at the touch of your fingertips! The Dayfinder features a two-year calendar. It snaps right into the rings of your binder.
MTA42001 ................................................................. $2.50

C. 7-HOLE PAPER PUNCH
Punch any form, memo, or article and put it into your planner with this 7-hole punch. Heavy duty metal and plastic construction.
MA600000 ................................................................. $2.70

D. A TO Z TICKLER FILE
The A to Z Tickler File was developed for keeping notes and important data on projects, clients, and even ideas.
MA600011 ................................................................. $9.50

E. PAGE LIFTERS
Set of two. Protects pages from bending or being scarred by binder rings.
MA600006 ................................................................. $2.50

F. PHONE DIRECTORY
Blue A to Z Phone Directory tabs to replace your existing phone directory and carry with you at all times.
MA200010 ................................................................. $5.50

G. MULTI-COLORED TABS
Six colored tabs with extra Forms, including Index - Notes - Goals - Tracking - Communication - Future Planning sections.
MS400021 ................................................................. $8.00

H. EXPENSE SUMMARY ENVELOPE
Keep all your receipts and expense notes handy with this expense envelope that fits right into your planner binder.
12 Envelopes, MX500013 .................................................. $9.00

I. ENGRAVED INITIAL PLATE
Personalize and enhance your My-Tyme binder with your engraved initials on a brass plate. Limit of three letters per plate. (Indicate your initials on Order Form.)
MTA49999 ................................................................. $5.00

J. BUSINESS CARD HOLDER
Keep up to eight business cards or pictures in your planner. The clear vinyl sheet is 7 hole punched to fit into your binder.
MA600003 ................................................................. $2.50

K. DISC HOLDERS
Transport your computer software anywhere! The CD holder stores three discs and is available in one size only.
MA600004 ................................................................. $2.50

L. SHEET PROTECTORS
Keep important documents in your planner with this clear vinyl Sheet Protector.
MA600010 ................................................................. $2.50

M. ZIP LOCK POUCH
Carry any loose items in your planner with this easy to close pouch. Made of clear vinyl and 7-hole punched to fit into your binder.
MA600002 ................................................................. $5.00
Extra Forms

A. NEW PROSPECTS/CLIENTS
Keep information on all new prospects and clients on one form.
Qty. 50, MX500025 ...................................................... $5.00

B. NOTE PAGES
Add extra Note Pages when needed and record all your daily events. Record important meeting ideas and notes all on one form.
Qty. 100, MX500016 .................................................... $8.00

C. PHONE DIRECTORY FILLER PAGES
Expand the capacity of your Phone Directory with these filler pages.
Qty. 50, MX500029 ...................................................... $5.00

D. 3-YEAR GENERIC FUTURE PLANNING SECTION
Extend your planning range to record future events, goals, and priorities.
MX500027 ................................................................. $2.50

E. FUTURE PLANNING SECTION
Update your future planning section each year. Includes a six-year reference calendar, holiday listing, and year-at-a-glance.
MX500027 ................................................................. $5.00

F. COMMUNICATION PLAN
This form contains information on a customer or an employee. Helps you organize all information about the person, plus notes on meetings and telephone conversations on one form.
Qty. 50, MX500019 ...................................................... $5.00

G. CONFERENCE PLANNER
A full page of Conference Planners. Record items you need to discuss with an individual, and enjoy the convenience of an immediate meeting agenda.
Qty. 50, MX500033 ...................................................... $5.00

H. MEETING PLANNER
Plan and organize meetings, meeting topics, time frames, and people attending. This helps your meetings run smoothly and more efficiently.
Qty. 50, MX500023 ...................................................... $5.00

I. DELEGATION PLAN
Use this form to set a specific delegation goal. Record steps in teaching the task, set target dates, and track progress.
Qty. 50, MX500021 ...................................................... $5.00

J. MY-TYME SUCCESS PLANNER OWNER’S MANUAL
A helpful guide to effectively using your planner. Designed to assist you with the initial setup of your planner with useful tips for using each section. (Included in Starter Set)
MX300002 ................................................................. $3.00
<table>
<thead>
<tr>
<th>Extra Forms</th>
<th>Description</th>
<th>Qty.</th>
<th>MX Code</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>K. Affirmation/Visualization Sheet</td>
<td>Write down special quotes, thoughts, or ideas for future reference.</td>
<td>12</td>
<td>500015</td>
<td>$2.50</td>
</tr>
<tr>
<td>L. Auto/General Expense Summary Form</td>
<td>Use one side for logging your auto expenses and mileage. On the other side keep track of your general expenses.</td>
<td>12</td>
<td>500014</td>
<td>$2.50</td>
</tr>
<tr>
<td>M. Index Pages</td>
<td>Expand your Index section with these pages. Create your own index and filing system to find whatever you need quickly.</td>
<td>12</td>
<td>500008</td>
<td>$2.50</td>
</tr>
<tr>
<td>N. Vision, Values, and Goals</td>
<td>Design your future for each area of life. What is your vision? What are the values and goals that will shape your future?</td>
<td>12</td>
<td>500036</td>
<td>$2.50</td>
</tr>
<tr>
<td>O. 1 to 31 Day Tracking Sheets</td>
<td>Use this visual tool to keep track of your progress toward your goals.</td>
<td>12</td>
<td>500012</td>
<td>$3.00</td>
</tr>
<tr>
<td>P. Master List of Goals</td>
<td>Keep your goals prioritized and updated. The Master List of Goals also helps you identify short range and long range goals.</td>
<td>12</td>
<td>500037</td>
<td>$3.00</td>
</tr>
<tr>
<td>Q. Goal Planning Sheet</td>
<td>Great form to use to write out your plan of action for your goals.</td>
<td>50</td>
<td>500010</td>
<td>$5.00</td>
</tr>
<tr>
<td>R. Dream List</td>
<td>List everything you ever wanted to do, to have, or to be. These are future goals.</td>
<td>12</td>
<td>500009</td>
<td>$2.50</td>
</tr>
<tr>
<td>S. Goal Tracking Graph</td>
<td>Track your progress toward any goal with this versatile graph.</td>
<td>50</td>
<td>500035</td>
<td>$5.00</td>
</tr>
<tr>
<td>T. Blank Paper</td>
<td>Great for photocopying or taking notes.</td>
<td>50</td>
<td>500031</td>
<td>$4.50</td>
</tr>
<tr>
<td>U. Time Picture</td>
<td>Use this form to plan an ideal week as a standard for maximum efficiency.</td>
<td>50</td>
<td>500018</td>
<td>$5.00</td>
</tr>
<tr>
<td>V. Wheel of Life</td>
<td>Use the Wheel of Life to rate your satisfaction with all areas of your life.</td>
<td>25</td>
<td>500038</td>
<td>$5.00</td>
</tr>
<tr>
<td>W. Blank Paper</td>
<td>Great for photocopying or taking notes.</td>
<td>50</td>
<td>500031</td>
<td>$4.50</td>
</tr>
</tbody>
</table>
**Full-Grain Leather Binder w/ Zipper**
Made of soft, supple full-grain leather, this distinctive binder features two inside pockets, a smaller calculator pocket, five credit card slots, two pen loops, zipper closure, concealed rivets, rounded corners, and seven 1 1/2” rings.

Stock# and Color:
MB220008 Black.................................................................$85.00

**Prima Vinyl Binder w/ Zipper**
Simulated leather creates the look and feel of real leather. This binder features zipper closure, two inside pockets, two pen loops, one business card pocket, concealed rivets, rounded corners, and seven 1 1/2” rings.

Stock# and Color:
MB220006 Black.................................................................$67.00

**Padded Vinyl Binder**
This durable padded vinyl binder features two inside pockets, rounded corners, and seven 1 1/2” rings.

Stock# and Color:
MB220010 Black
MB220011 Burgundy.............................................................$15.00
**ORDER FORM 10**

TO PLACE AN ORDER  
CALL US TOLL FREE AT 1–800–876–2389  
MONDAY THROUGH FRIDAY, 8:00 AM - 5:00 PM CENTRAL  
OR FAX 1–254–772–9588

Leadership Management®, Inc.®  
PO. Box 9126  
Waco, Texas 76714-9126

**SOLD TO:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Address</th>
<th>Suite or Floor #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone (Day)</th>
<th>Email</th>
</tr>
</thead>
</table>

**SHIP TO:** (Please complete if different from the Sold To address.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Address</th>
<th>Suite or Floor #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone (Day)</th>
<th>Home</th>
<th>Business</th>
</tr>
</thead>
</table>

Please no PO Boxes; all shipping methods require a street address.

**WHO INTRODUCED YOU TO THE MY-TYMESYSTEM?**

**QTY.** | **STOCK NUMBER** | **START MONTH** | **DESCRIPTION** | **UNIT PRICE** | **TOTAL PRICE**
---|---|---|---|---|---
1 | | | | | |
2 | | | | | |
3 | | | | | |
4 | | | | | |
5 | | | | | |
6 | | | | | |
7 | | | | | |
8 | | | | | |
9 | | | | | |
10 | | | | | |

INITIAL PLATE - Personalized, engraved initials (limit 3 letters per plate). Refer to Accessories page for stock number. Optional $5.00 each. Prices subject to change without notice.

**METHOD OF PAYMENT:** (Method of payment must accompany all orders.)

SORRY, NO COD’s!

- [ ] Check#  
- [ ] PO#  
- [ ] Credit Card (circle) VISA  
- [ ] MC  
- [ ] AMEX  
- [ ] DISCOVER

CARD NUMBER  
EXP. DATE

Signature____________________________

**Shipping & Handling**

FedEx Ground (Continental US)

- $0.00 – $40.00 add $9.95
- $40.01 – $75.00 add $10.95
- $75.01 – $100.00 add $12.95
- $100.01 – $150.00 add $15.95
- $150.01 – $200.00 add $17.95
- $200.01 – $300.00 add $19.95
- $300.01 or more add 7%

FedEx 3-Day shipping – add $10
FedEx 2-Day shipping – add $20
FedEx Overnight shipping – add $30

**TOTAL PRICE**

**SHIPPING & HANDLING**

- See Chart

**SUBTOTAL**

- 8.25% (Texas Residents Only)

**SALES TAX**

**TOTAL**
What could YOU do with one extra month per year?

“Constantly remind yourself of your dreams.”
—Paul J. Meyer