

# DAILY METHOD OF OPERATION WORKBOOK



Success in your business starts with consistency and intention. Think of your daily tasks as the essential ingredients in your recipe for results—each one plays a vital role in creating the success you're striving for. By focusing on meaningful, business-building activities across all areas of your business, you'll develop strong habits that fuel your growth.

That's where this Daily Method of Operation (DMO) workbook comes in! It's designed to guide your intentional actions every single day. The secret? Focus on what you can control: **your effort, your energy, and your consistency**. When you commit to showing up daily and working through these tasks, you'll feel more confident, empowered, and in control—and you'll start to see your hard work pay off.

## SET WORKING HOURS

*Set aside an hour or two of dedicated time each day to work on your business.*

### SUNDAY

☐ Work Day ☐ Day Off

Morning: \_\_\_\_\_

Afternoon: \_\_\_\_\_

Evening: \_\_\_\_\_

### MONDAY

☐ Work Day ☐ Day Off

Morning: \_\_\_\_\_

Afternoon: \_\_\_\_\_

Evening: \_\_\_\_\_

### TUESDAY

☐ Work Day ☐ Day Off

Morning: \_\_\_\_\_

Afternoon: \_\_\_\_\_

Evening: \_\_\_\_\_

### WEDNESDAY

☐ Work Day ☐ Day Off

Morning: \_\_\_\_\_

Afternoon: \_\_\_\_\_

Evening: \_\_\_\_\_

### THURSDAY

☐ Work Day ☐ Day Off

Morning: \_\_\_\_\_

Afternoon: \_\_\_\_\_

Evening: \_\_\_\_\_

### FRIDAY

☐ Work Day ☐ Day Off

Morning: \_\_\_\_\_

Afternoon: \_\_\_\_\_

Evening: \_\_\_\_\_

### SATURDAY

☐ Work Day ☐ Day Off

Morning: \_\_\_\_\_

Afternoon: \_\_\_\_\_

Evening: \_\_\_\_\_

**WHEREVER YOU ARE,  
BE 100% THERE.**

## DAILY TASKS

During your scheduled working hours, dedicate at least two focused 30-minute sessions each day to tackle your daily tasks. Rotate through different tasks from each category throughout the week to keep your efforts balanced and ensure every part of your business gets the attention it needs.

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### EXPAND YOUR NETWORK

#### Daily Actions (choose 2-3):

- ☐ Add 5-10 new friends on Facebook.
  - ☐ Meet two 2 people in person and connect with them on social media.
  - ☐ Attend an in-person event (volunteer opportunity, networking event, social club, etc.)
  - ☐ Join 1-2 new Facebook groups related to your interests or hobbies.
  - ☐ Comment on 5-10 posts from non-Younique people (*focus on building genuine connections*).
  - ☐ Engage (comment, like, share) with 10 posts from non-Younique connections.
  - ☐ Thank people who engage with your posts (reply to comments or send a direct message).
  - ☐ Watch a short training session on expanding your network and put what you learned into action.
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### SELLING YOUR PRODUCTS

#### Daily Actions (choose 2-3):

- ☐ Talk about the problems the product can help solve (focus on how it benefits your audience's specific needs).
- ☐ Go live on Facebook or Instagram to do a product demonstration.
- ☐ Film and post a video tutorial or testimonial using the product.
- ☐ Host a party, event, or class.
- ☐ Create Stories or Reels showcasing the product in action.
- ☐ Follow up on your messages with people interested in the product.
- ☐ Message VIP customers about Monthly Specials.
- ☐ Host or plan a Mystery Host Event (attendees participate, and the host is chosen randomly— whoever is selected receives the host rewards/benefits).
- ☐ Educate yourself on a product and then share what you've learned on social media or with people you know.
- ☐ Send a thank-you message or video to people who like and comment on your posts.
- ☐ Follow up with customers who purchased—send them a thank-you video and a quick product tip now that they have the product in hand.

## SPONSORING & OPPORTUNITY PROMOTION

### Daily Actions (choose 2-3):

- ☐ Make an opportunity post about how others can start their own business.
  - ☐ Post an opportunity video or go Live about starting your own business.
  - ☐ List out 3-5 people you would love to work alongside in your business. Now, reach out to them to share the opportunity.
  - ☐ Create opportunity Reels or Stories.
  - ☐ Follow up with prospects who have shown interest.
  - ☐ Invite people to an opportunity event/webinar.
  - ☐ Host an opportunity event or webinar.
  - ☐ Watch a short training video on sponsoring and put what you learned into action.
  - ☐ Follow up with customers about starting their own business.
  - ☐ Thank everyone who likes and comments on your opportunity-related posts.
  - ☐ Offer the opportunity to affiliates or hosts from past events.
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## PERSONAL CARE & DEVELOPMENT

### Daily Actions (choose 2-3):

- ☐ 30 minutes of a personal development audio or book.
  - ☐ 30 minutes of physical activity (walk, exercise).
  - ☐ 30 minutes of no phone (disconnect and recharge).
  - ☐ 30 minutes of hobby or relaxation time.
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## FOLLOW-UP

### Daily Actions (choose 2-3):

- ☐ Reach out to 5 people who viewed your Stories.
- ☐ Thank 5 people who engaged with your posts.
- ☐ Follow up with 3 past customers.
- ☐ Start 5 non-business conversations (*build relationships*).
- ☐ Connect with 3 new friends or followers on social media.
- ☐ Onboard your new Brand Ambassador.

## END OF WEEK CHECK-IN:

What worked well this week? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What needs improvement? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Set 3 specific goals for next week:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

## FUTURE CUSTOMERS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Notes: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Notes: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Notes: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Notes: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Notes: \_\_\_\_\_

## CUSTOMERS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Birthday: \_\_\_\_\_

Products Purchased: \_\_\_\_\_

Notes: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Birthday: \_\_\_\_\_

Products Purchased: \_\_\_\_\_

Notes: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Birthday: \_\_\_\_\_

Products Purchased: \_\_\_\_\_

Notes: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Birthday: \_\_\_\_\_

Products Purchased: \_\_\_\_\_

Notes: \_\_\_\_\_

## NEW TEAM MEMBERS

Name: \_\_\_\_\_ Join Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Birthday: \_\_\_\_\_

Personalized Website Link: \_\_\_\_\_

Earning Goals in First 30 Days: \_\_\_\_\_

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Onboarding Training | <input type="checkbox"/> First Post         | <input type="checkbox"/> First Sale         | <input type="checkbox"/> Rising Star               |
| <input type="checkbox"/> Fast Start Level 1  | <input type="checkbox"/> Fast Start Level 2 | <input type="checkbox"/> Fast Start Level 3 | <input type="checkbox"/> Registered for Convention |

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Name: \_\_\_\_\_ Join Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Birthday: \_\_\_\_\_

Personalized Website Link: \_\_\_\_\_

Earning Goals in First 30 Days: \_\_\_\_\_

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Onboarding Training | <input type="checkbox"/> First Post         | <input type="checkbox"/> First Sale         | <input type="checkbox"/> Rising Star               |
| <input type="checkbox"/> Fast Start Level 1  | <input type="checkbox"/> Fast Start Level 2 | <input type="checkbox"/> Fast Start Level 3 | <input type="checkbox"/> Registered for Convention |

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Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Birthday: \_\_\_\_\_

Personalized Website Link: \_\_\_\_\_

Earning Goals in First 30 Days: \_\_\_\_\_

- |  |   |   |  |
|--|---|---|--|
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