



Leader's Guide: Dream Big and Plan for Success

The goal of this lesson is to:

Provide a process for Managers to reflect on their dream and put it in terms of business goals with a plan of action and weekly activities to achieve the plan.

The objectives of this lesson are to provide Managers with the ability to ...

- List the 5 Habits of Highly Successful Tupperware Managers,
- Equate the 21 Manager Success Activities to the 5 Habits,
- Recognize the importance of having dreams,
- Turn their dream into business goals using the SMART goal-setting model,
- Create monthly, weekly and daily action plans to achieve their goals.

Materials:

- Name tags (1 per participant)
- Dream Big and Plan for Success Workbook (1 per participant)
- Table-top flip chart (or easel with flip chart paper) and markers (optional)
- Inspirational music (not included) for Dream Activity
- Highlighters (1 set of yellow, pink, green, blue and orange per participant)
- Dream Big & Plan for Success PowerPoint slides (optional)
- Stocked Feedback Bowl (optional)
- Certificate of Achievement (1 per participant) *printed on cardstock*

Note to the Leader:

- The Dream Big & Plan for Success lesson can be used solely or in conjunction with the New Manager Orientation. The lesson can also be used in a Manager Workshop as well as be incorporated into Conference Calls, Webinars and Leadership Meetings.
- This lesson is designed for a small group of 3 to 5 new Managers and 1-1/2 to 2 hour delivery time. However, if your group is larger, you will need to adjust the time in order to provide ample time for the activities, participation and thoroughly review the topic.



Lesson At-a-Glance

As the Learning Facilitator, once you're familiar with the details of the lesson plan, you can refer to this overview (which includes workbook and slide references) and the workbook as your reference when you facilitate the training. The slides and flipcharts are optional but can reinforce the learning points. Suggested duration times for each major topic are noted on this at-a-glance; refer to the Lesson Outline for detailed timing.

Reference Key: workbook handout slide flipchart props/support

Step	Topic	Description	Duration	Visuals/Handouts
1	Opening	Welcome attendees Conduct Introductions Review Lesson objectives	5 minutes	Workbook 1 1 - 3
2	5 Habits of Highly Successful Managers	Introduce Definition of Habit Activity: Personal Habits Review How Habits are Formed Introduce the 5 Habits of Highly Successful Managers Activity: Mapping Manager Activities to Habits	20 minutes	1 - 3 4 - 9
3	Dream Big	Review the Importance of Having a Dream Activity: Creating a Dream List Introduce Steps to Converting Dreams to Goals Introduce SMART Model Activity: Writing a SMART Goal	30 minutes	4 - 6 10 - 16
4	Plan for Success	Introduce the Importance of Action Planning Activity: Writing an Action Plan Introduce Mapping Priorities - Calendar Blocking Activity: My Typical Month Activity: My Typical Week Introduce: My Daily Connection Planner	30 minutes	Highlighters 6 - 13 17 - 23
5	Lesson Review and Feedback	Review the key points and ask for feedback	5 minutes	24 Feedback Bowl
6	Challenge/Action Plan	Explain Challenge Share dream with family Share Business Plan with Director Sharing Goal with team Formulate an action plan	5 minutes	14 - 16 25 Certificate of Achievement



Lesson Outline

Reference Topic

My Notes

- 📄 Slide 1
- #### 1. Opening
- ##### Welcome Attendees (1 min.)
- Start by welcoming the participants to the Dream Big & Plan for Success Manager Success Class.
 - Congratulate them for continuing to invest their time in their ongoing development as a Tupperware Manager and leader in our business.
- ##### Conduct Introductions (3 min.)
- 📖 pg. 1
- 📄 Slide 2
- Explain the Introductions and ask each participant to share their
 - name,
 - length of time in Tupperware,
 - what their life was like before Tupperware and how Tupperware has changed them and their life.
 - Call for volunteers to begin the introductions. The introductions should be about 1 minute each.
 - Thank each Manager for sharing and segue to lesson objectives.
- ##### Review Lesson Objectives (2 min.)
- 📄 Slide 3
- Explain that the goal is to provide them with a process to take their dream and put it in terms of business goals that include a plan of action as well as monthly, weekly and daily activities to help them achieve that plan.
- 📖 pg. 1
- Refer participants to their **WB page 1** to review class objectives. By the end of this lesson the New Managers will be able to:
 - List the 5 Habits of Highly Successful Tupperware Managers
 - Determine how the Success Activities relate to the Success Habits
 - Recognize the importance of having dreams
 - Turn their dream into achievable business goals using the SMART goal-setting model
 - Create monthly, weekly and daily action plans to achieve those goals



Reference	Topic	My Notes
	2. 5 Habits of Highly Successful Managers Introduce Definition of Habits (5 min.) <ul style="list-style-type: none">• Ask participants how many have ever heard of or even read the books "The 7 Habits of Highly Effective People" or "The 7 Habits of Highly Effective Families" by Dr. Stephen Covey?• Explain that Tupperware has more than 60 years' experience observing successful Managers and has identified "The 5 Habits of Highly Successful Managers."• Ask for volunteers to share what they believe would be the definition of a habit? The responses should be about 1 minute each.• Thank everyone for sharing and then summarize their thoughts into one definition.	
Slide 4	<ul style="list-style-type: none">• Remind the participants of Consultants' Cycle of Success: – Date, Plan, Sell, Service & Recruit! These are the habits we want our Consultants doing consistently to achieve success.	
	Activity: Personal Habits (5 min.) <ul style="list-style-type: none">• The goal of this activity is for the participants to connect and relate the feelings and process they experienced in formulating a positive personal habit to formulating positive business habits.	
Slide 5	<ul style="list-style-type: none">• Set up the activity by asking the participants to:<ul style="list-style-type: none">– Reflect on examples of positive habits they've formed personally (examples could be eating healthy, exercise, or provide an example of your own).	
pg. 1	<ul style="list-style-type: none">– Complete the statement on WB page 1 "An example of a positive habit I've formed in my personal life is..."– Write why forming this personal habit was important to them, and– Write what steps they took to make this desired behavior a habit. <ul style="list-style-type: none">• Call for volunteers to begin the responses. The responses should be about 1 minute each. Thank everyone for sharing.	



Reference Topic

My Notes

pg. 2

Review How Habits are Formed (2 min.)

Slide 6

- Refer the participants to the diagram on **WB page 2** that illustrates how habits are a combination of knowledge, skill and desire. Knowledge is "**what to do and why**," skill is the "**how to do**" and desire is the motivation or the "**want to do**." And, when combined consistently – knowledge, skills and desire – a success habit is formed.
- Explain that people may know what to do – even have a strong desire to do it, but don't know what steps to take – therefore the behavior will never become a habit. The reverse is also true - a person may know what to do and even how to do it but lack the strong desire to do it – thus the habit is never formed.
- The key to success is to have consistency in all three areas – to be reminded continually of the "why," "what" and "how."

Introduce the 5 Habits of Highly Successful Managers (5 min.)

pg. 2

- Introduce the habits by letting the participants know that you'll be reviewing the habits briefly and looking at the first habit in more detail during this class. Each Manager Success Class from this point will take a closer look at each habit.
- Refer the participants to **WB page 2** as you provide an overview of the Habits by making the following points:
 - **Habit #1:** Highly successful Managers Dream Big and Plan for Success. They have the ability to see the future they desire and are able to inspire others to see it as well.
 - **Habit #2:** Highly successful Managers Lead the Way. They lead by their personal and business example, they practice what they preach and show others by their own example. They walk the talk and model the behaviors they expect from others.
 - **Habit #3:** Highly successful Managers Share the Opportunity. They believe with their heart that the Tupperware Opportunity can make a difference in the lives of others, therefore, their number one goal is to offer the opportunity to everyone they meet.
 - **Habit #4:** Highly successful Managers Build the People. They know they can't achieve their dreams by themselves so they train and develop their Consultants and support and coach them to achieve their dreams. They recognize and celebrate accomplishments and foster teamwork.



Reference

Topic

My Notes

- **Habit #5:** Highly successful Managers Inspire New Leaders. They believe in the Tupperware leadership opportunity and therefore are always encouraging Consultants to become Managers. They believe in the Tupperware value: “What I have, you may have. What I am, you may become!”
- Explain that another way to look at the habits is to look at the leadership roles of a Manager. Ask the participants to tell you which of the 5 Manager Habits relates to the following role:
 - recruiter
 - dreamer
 - role model
 - promoter
 - trainer
 - planner
- 📄 Slide 7 • Summarize by saying there’s an easy way to remember the five habits: the fingers on a hand. That’s what Managers do – take their team by the hand as they lead with their example.

Mapping the Success Activities to the 5 Habits (3 min.)

 - Segue to the next activity, “Activities & Habits.” The goal of the activity is to get Managers to think about how their actions correlate to the habits. Some actions will fit multiple habits. Since there are 21 activities, you can:
 - Split your attendees into pairs or groups and assign a group of activities;
 - Go through the activity as a group.Once you’ve decided how to conduct the activity, explain the activity.
- 📄 Slide 8 • Set up the Activity by reviewing the Manager Success Cycle (team recruiting, contact, trains, leads and inspires the team).
- 📖 pg. 3 • Refer participants to **WB page 3** and ask them to take a look at the success activities of a Manager and determine their relationship to the 5 Habits.
- 📄 Slide 9



Reference	Topic	My Notes
	<ul style="list-style-type: none">• Debrief the activity with the following answers:<ol style="list-style-type: none">1. Holds 3-5 parties each week. <i>(Habit #2: Lead the Way)</i>2. Conducts 5 opportunity interviews weekly. <i>(Habit #2: Lead the Way and Habit #3 Share the Opportunity)</i>3. Has at least 3 personal qualified recruits monthly. <i>(Habit #2: Lead the Way and Habit #3 Share the Opportunity)</i>4. Makes at least 5 business-building phone calls each day to customers, potential Hosts, Hosts and potential new Consultants. <i>(Habit #1: Dream Big and Plan for Success and Habit #2 Lead the Way, Habit #3 Share the Opportunity)</i>5. Calls all Consultants at least 1-2 times a week to review their week and upcoming activity. <i>(Habit #1: Dream Big and Plan for Success and Habit #4: Build the People)</i>6. Communicates team activity to upline Director weekly. <i>(Habit #2: Lead the Way and Habit #4: Build the People)</i>7. Asks Consultants for recruit leads and follows up with one-on-one opportunity interview. <i>(Habit #3: Share the Opportunity and Habit #5: Create Leaders)</i>8. Holds new Consultant Grand Openings. <i>(Habit #4: Build the People)</i>9. Issues kits to new Consultants. <i>(Habit #4: Build the People)</i>10. Brings a new or established Consultant to every party for training and re-training. <i>(Habit #4: Build the People)</i>11. Trains Consultants on dating, party planning, party demonstrations, ordering and recruiting and ensures that they are attending training classes available to them. <i>(Habit #4: Build the People)</i>12. Fosters a sense of teamwork among all the Consultants on her team. <i>(Habit #4: Build the People)</i>13. Sets team goals and consistently strives for the next step on the Career Path. <i>(Habit #1: Dream Big and Plan for Success)</i>14. Creates a monthly and a weekly plan along with daily to-do lists for growing the business. <i>(Habit #1: Dream Big and Plan for Success)</i>15. Actively participates in Team Meetings, training classes and Manager Meetings. <i>(Habit #2: Lead the Way)</i>	



Reference	Topic	My Notes
	<p>16. Dresses for success when dating, holding parties, making deliveries and attending Tupperware functions. (Habit #2: Lead the Way)</p> <p>17. Knows the current programs and promotions. (Habit #1: Dream Big and Plan for Success and Habit #2: Lead the Way)</p> <p>18. Improves business skills through observation with Director, field practice and attendance at training classes. (Habit #2: Lead the Way)</p> <p>19. Has 1-2 Managers-in-Training for every 10 new Consultants. (Habit #5: Inspire New Leaders)</p> <p>20. Attends all team, leadership, organization and Tupperware-sponsored meetings and events. (Habit #2: Lead the Way)</p> <p>21. Is loyal to Tupperware, the Director, and the product. (Habit #2: Lead the Way)</p> <ul style="list-style-type: none">Summarize the activity by stating that when a Manager consistently practices these Success Activities, the Manager is performing the 5 Success Habits: team recruiting, contacting, training, leading and supporting your team.	
	<p>3. Dream Big</p> <p>Review the Importance of Having a Dream (1 minute)</p> <ul style="list-style-type: none">Review the importance of having a dream by reminding the participants that everything starts with a dream and their Manager career is no different with the income and rewards they can achieve.Set up the next activity by explaining that dreams and the rewards they bring come in many forms. As a Manager, their income can really soar but it's not so much the amount of money they'll make that's important - It's what they can do with it that matters most! <p>Creating a Dream List (15 min.)</p> <ul style="list-style-type: none">Ask participants to give you one quick answer of what dream they'd have if it were guaranteed that they could have it. <i>(Responses might include: pay off your credit cards, buy a new home, send kids through college, travel, etc.)</i>	



Reference	Topic	My Notes
pg. 4 Slide 10	<ul style="list-style-type: none">Refer participants to WB page 4 and ask them to take a few minutes answering the Be, Do, Have and Give questions making sure they write down at least three dreams in any of the categories: one dream to reach in about 3 months; one dream fulfilled in about a year and one dream they feel will take about 2-5 years to accomplish. Remind them that this is dream building and there are no challenges or barriers.Give them 5 minutes to complete this part of the activity. You may want to play some inspirational music during this activity.	
 Inspiring Music	<ul style="list-style-type: none">Next, ask the participants to circle one dream that is the <u>most urgent</u> (short term) and then place a star next to the one that is the <u>most important</u> (long term). It is possible that they can be the same dream.Ask the participants to take a moment to reflect on their short-term and long-term dream. This is the reason they're in Tupperware. Ask the participants to write their "why" statement at the bottom of WB page 4.	
Slide 11	<ul style="list-style-type: none">Ask for volunteers to briefly share what they wrote for their "why" statement. Allow about 1 minute per response. You can start the discussion by sharing your "why."Segue to goals by congratulating the participants for taking the first step toward achieving their dreams: writing them down. <p>Introduce Steps to Converting Dreams to Goals (5 minutes)</p> <ul style="list-style-type: none">Introduce the concept of converting dreams into goals by making the following points:<ul style="list-style-type: none">For a dream to come true it must be linked to specific goals and actions; otherwise, it's a wish.There are six important steps to keep in mind when turning dreams into goals, and the tendency is to try to take short cuts but each is important.Effective goal setting is one of the most powerful processes known and that's why it's the first success habit - Dream Big and Plan for Success.	
pg. 5 Slide 13	<ul style="list-style-type: none">Refer participants to WB page 5 as you review the steps.<ul style="list-style-type: none">Step 1: Write goals down. Research has shown over and over again that those who write down their goals reach their goals!	



Reference Topic

- Step 2: Make goals specific. Many people will say, "I want to grow by business," or "I want to go on a nice vacation," but neither of these are specific enough or motivating enough to act upon. A more specific goal would be: "I want to be a Dream Driver Star Manager in 12 weeks," or "I want to earn \$5,000 so I can take my family to the Grand Canyon."
- Step 3: Set a target date. It's human nature to procrastinate, so put a deadline on your goal. For example, you might say: "I want to earn \$5,000 so I can take my family to the Grand Canyon in June."
- Step 4: Break goals down. Sometimes a goal – such as earning \$5,000 or qualifying for Dream Driver cash – can be overwhelming. Divide it into smaller bites to make it easier to manage and more attainable.
- Using our Grand Canyon example, let's say June is 6 months away. When you divide \$5,000 by 6 it's about \$830 which is the profit from just 8 parties a month. This goal is easily achieved without factoring in the Personal Sales Volume Bonus or royalties.
- Step 5: Turn goals into specific actions. For each goal there must be specific actions to take that will get the desired results. Setting a goal of holding 2 parties each week is great but what specific activities must be taken to hold 2 – especially if you're only holding 1 per week now.
- Step 6: Visualize achieving the goal – what are the results and rewards once the goal has been achieved?

My Notes

 pg. 5 **Introduce the S.M.A.R.T. Model (5 minutes)**

- Introduce the SMART Goal Setting concept by referring the participants to **WB page 5** as you review each letter in the SMART acronym.

 Slide 14

- **S** Specific: What is the specific target? What is the specific accomplishment?
- **M** Measurable: What criteria are to be used to measure progress? Ask the "how much" and the "how many" questions which will determine when the goal is reached.
- **A** Action-Oriented: What actions and activities need to be taken to achieve the goal?
- **R** Realistic: Can the goal be reached in the time specified?
- **T** Time-Bound: What is the desired deadline? When should the goal be completed?



Reference	Topic	My Notes
pg. 6	<ul style="list-style-type: none">Refer participants to the example of a SMART goal statement on WB page 6 as you explain a simple format to help them remember – a SMART goal contains a verb (action), noun (specific person, place or thing), measurement (usually a number) and a date.<ul style="list-style-type: none">Reviewing the example in the workbook: Recruit (verb) 6 (measurement) Consultants (noun) this month (date).Review a Dream Driver's goal: Qualify (verb) to enter Dream Driver Program (noun) with \$7,000 US/\$9,000 TRS and 6 recruits with active status (measurement) in 2 months (date).	
Slide 15		
pg. 6	<p>Activity: Writing a SMART Goal (5 minutes)</p> <ul style="list-style-type: none">The goal of this activity is to have participants write a SMART goal statement for the short-term dream identified during the last activity.	
Slide 16	<ul style="list-style-type: none">Ask participants to practice writing a simple SMART goal statement on WB page 6 for the short-term dream they identified on their Dream Worksheet.Remind the participants to “check” the statement to see if the goal is a SMART goal.Debrief the activity by having each participant share their goal statement. <p>4. Plan for Success</p> <p>Introduce the Importance of Action Planning (2 min.)</p> <ul style="list-style-type: none">Introduce the concept of Action Planning by making the following points:<ul style="list-style-type: none">The next step toward achieving a dream is to put a plan in place to achieve the goal. The plan contains specific actions and activities.Simply writing SMART goals will not bring success. The plan determines the focus, the priorities and where time is devoted. Have you ever heard the saying, “Plan your work...and work your plan!”The tools to use for planning are your business planner (datebook), monthly and weekly plans and daily to-do lists.	



Reference Topic

My Notes

Activity: Writing an Action Plan (5 min.)

- The goal of this activity is to have participants reflect on the specific actions that will help them achieve the goal identified in the last activity. In the activity to follow this, they'll be blocking time off a calendar for these actions.
- Set up this activity by making the following points:
 - Writing an action plan is as simple as determining the steps needed to reach the goal.
 - The key is to ask the right questions. *Provide examples of the questions such as:*
 - What actions would you take to increase your personal sales? team sales?
 - How many parties and team parties would you need to reach a team sales goal?
 - How many recruit leads do you need to personally increase your active team members?

📖 pg. 6

📄 Slide 17

- Ask participants to write at least 3 specific actions they will take to reach the short-term goal they circled in the Dream Worksheet activity. Remind them to be specific about their actions.
- Debrief activity by asking for volunteers to share their goal and the 3 actions they will focus on.

📖 pg. 12

Introduce Mapping Priorities - Calendar Blocking (1 min.)

- Set up the next activities by explaining that the participants will be creating a monthly and weekly template to map where they will spend time on what's important to them personally and in their business.

Activity: My Typical Month and My Typical Week (20 min.)

📖 pgs. 8-13

📄 Slide 18 - 22

- Refer participants to **WB pages 8-13** pointing out that the workbook contains 2 copies of the My Monthly Planner, My Weekly Planner and My Daily Connection Planner. The participants will use 1 of each for the activity and have a spare to use later.
- Review the Tips for Planning Your Success in their workbook. Walk the Managers through the creation of their Monthly and Weekly Planners using time blocking for activities referenced in their workbook. Have them use highlighters to block on their blank calendars.
- Allow about 10 minutes for each planner, answering any questions or concerns they may have.



Reference	Topic	My Notes
pgs. 12 - 13 Slide 23	Introduce the My Daily Connection Planner (2 min.) <ul style="list-style-type: none">• Explain that it's important to take time every day to plan the next day using your Monthly and Weekly templates as a reference. There will be weeks when their plans will work wonderfully and weeks when their plans will be challenged.• Emphasize that they shouldn't let those challenges to their time and schedule discourage them as long as they start the next day with the 5 most important things they want to accomplish personally and professionally to be back on track.• Summarize that as with any new skill, it's going to take a bit of practice before they feel comfortable with a plan, and there will be times when they need to make adjustments. The important thing to remember is to keep at it and keep their planners in front of them every day where they will see it.	
Slide 24	5. Lesson Review & Feedback (5 minutes) <ul style="list-style-type: none">• Key points:<ul style="list-style-type: none">- Remind participants of the 5 Habits of Highly Successful Managers: Dream Big and Plan for Success, Lead the Way, Share the Opportunity, Build the People and Inspire New Leaders- Successful Managers turn their dreams into SMART goals and then they create a specific action plan to achieve those goals.- Successful Managers take time each day to plan the next day with the 5 most important activities they will do both personally and professionally.• Lesson Feedback<p>Ask each participant to share one key idea they learned and how they are going to apply it in their business.</p>	
pg. 14 Slide 25	5. Challenge/Action Plan (5 minutes) <ul style="list-style-type: none">• Refer the participants to the Success Activity on WB page 14 and explain that these activities will lead to lasting success as a Tupperware Manager. Explain the reward they will receive if they complete the Activity tic-tac-toe. If desired, offer a reward for completion of these activities within a one month time frame.	



Reference	Topic	My Notes
 pg. 15 - 16	<ul style="list-style-type: none">• Explain the Activity Reward Coupons (optional) on WB pages 15 and 16 and what they will receive when they complete the activity and redeem the coupon.• Challenge the participants to:<ul style="list-style-type: none">- Share their dream with their family.- Share their Business Plan with their Director.- Share their goal with their team.	
 Certificate	<ul style="list-style-type: none">• Hand out the completed Certificate of Achievement.	