

Special Management Series

Time Management Checklist

This is a series of Training for your
Management TEAM

Presented by J.W. Owens



A Management
Perspective 303 Series

Management – JWO 308



Time Management Checklist

Organize your time...

the money hours

Organize your day around the *money hours*-- the hours you can and should be talking with prospects and customers

non-revenue generating activities are before or after the *money hours*

Time Management Checklist

Organize your time...

Prospecting Hours

Dedicate a certain percentage of money hours to *prospecting*

Vary the time of day you prospect to increase the probability of reaching prospects

schedule it, do it, love it

Time Management Checklist

Organize your time...

Follow Up

Queue up and standardize your most frequently used follow-up pieces for easy production and distribution

Document follow up **immediately**-- do not set aside to document later

Time Management Checklist

Organize your time...

Professional Development

Schedule non-money hours for sales skill development or improving industry and/ or product knowledge

Time Management Checklist

*Organize your
time...*

*Understand the value of
your time...*

Time Management Checklist

Organize your time...

Sales Days

- **Be aware** of the sales days for each month and quarter
- Know where you are in the **sales timeline** and plan accordingly
- Download the sales day calendar

Time Management Checklist

Organize your time...

Sales Stats

- Understand and track your sales stats so you may plan effectively
- Dials to contacts
- Contacts to qualified leads
- Qualified leads to proposals
- Proposals to contracts
- Contracts to customers
- Calls or dials per hour
- Follow up calls per hour
- Follow up attempts before dropping

Time Management Checklist

...extra time

Choose a reasonable **extra amount of time** to dedicate to sales each day

(23 minutes each sales day adds one extra sales day each month)

Time Management Checklist

...Productive Down Time

- **Always have something to read...** always... for flight delays, waiting rooms and lines
- **Use drive time** for sales development and phone calls

(get a headset if you can)

Time Management Checklist



●●● *the extra call*

One **extra call a day** is more than
250 extra contacts in a year

Time Management Checklist

Remember time management basics...

Start Early

- not only for the day, but also for the week, month and quarter
- **start early** on projects and sales appointments

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Remember time management basics...

Plan Ahead

- **Understand time** for the month, week and quarter
- **Look ahead to sales days** around holidays, end of the month and end of the quarter and plan accordingly
- **Be aware of the sales "timeline"** for your product-- where you are in the month and where you are with the prospect

Time Management Checklist

Remember time management basics...

Prepare Yourself

- You're a sales professional-- **prepare yourself for sales greatness** with the sales checklist tool

Time Management Checklist

Remember time management basics...

Respect Time

- Your time, your prospect's time, and customer's time
- Professionals don't waste time and prospects and customers respect those who understand this...

be punctual

Time Management Checklist



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Now Go Sell Something

Time Management Checklist

This is a series of Training for
your Management TEAM

Good Selling !



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