

Time Management For Sales Success

Created & Presented by:

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Revenue strategy and sales training for media companies.

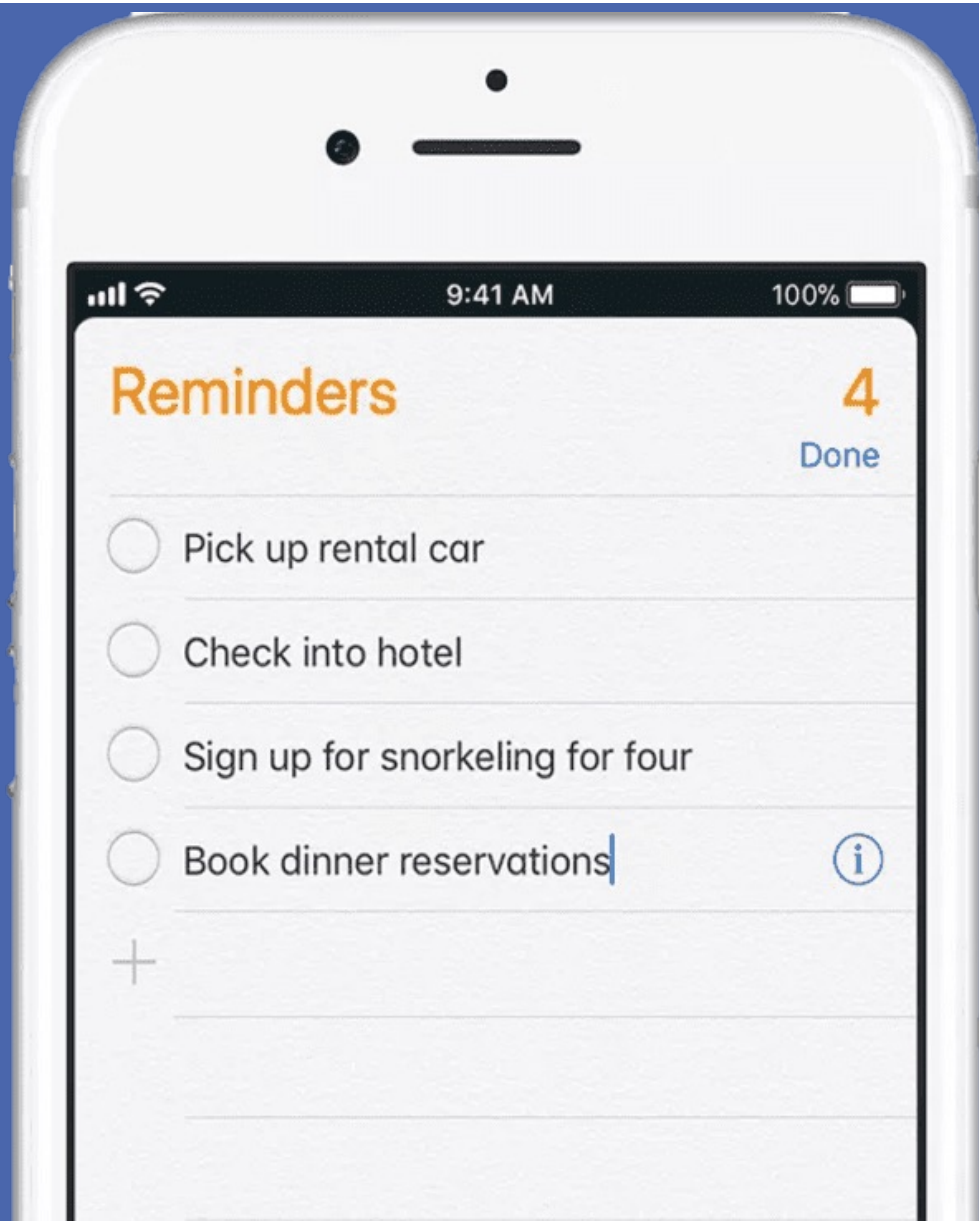
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**ACTION
IDEA #1**

Prioritize Ruthlessly

**What drives your daily
agenda? Email or
priorities?**



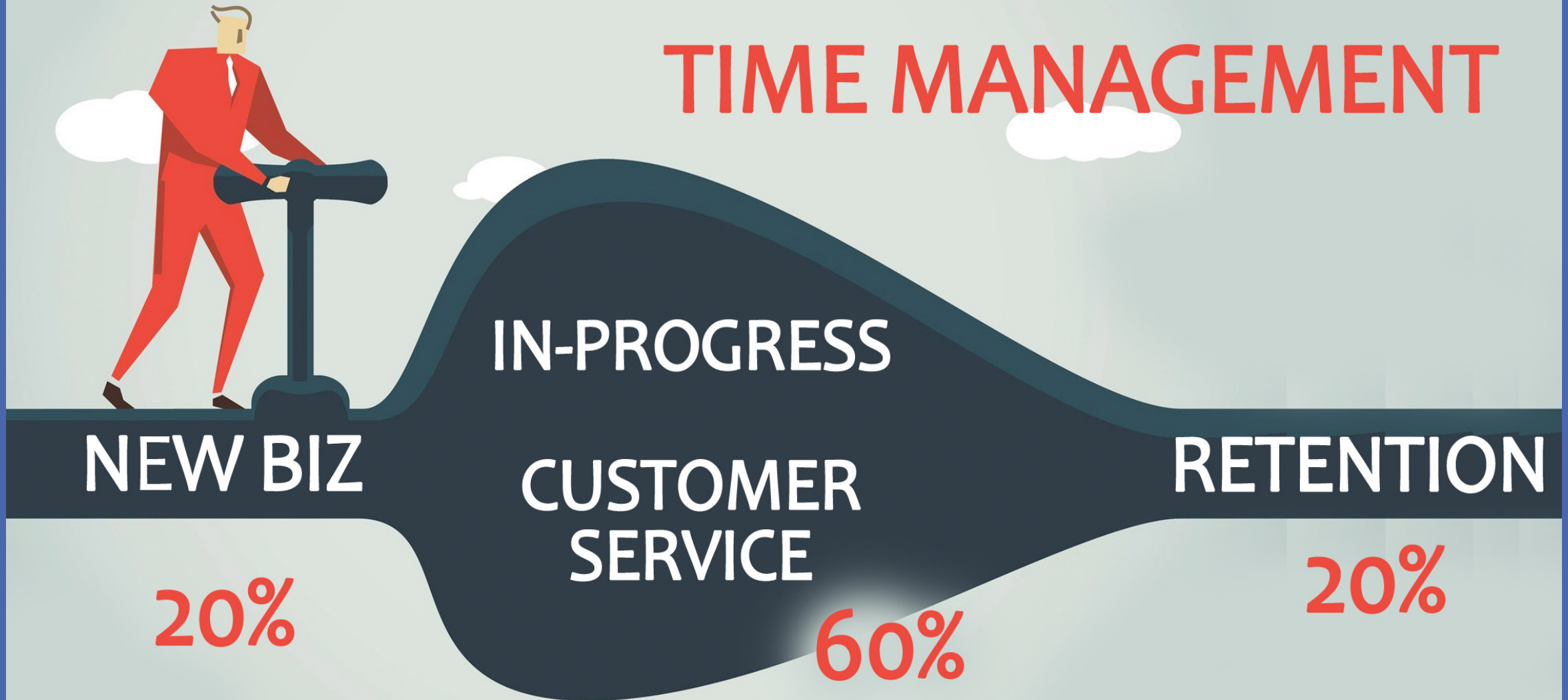
You should start each day with a session prioritizing the tasks for that day.



**ACTION
IDEA #2**

Create Time Blocks

TIME MANAGEMENT





THE **POMODORO** TECHNIQUE

①



**Decide on the
Task That
You Need to
Do**

②



**Set the
Timer to 25
Minutes**

③



**Work on the
Task Until the
Timer Rings**

④



**Take a Short
5 Minute
Break**

⑤



**After 4
Cycles Take a
15-30 Minute
Break**



**ACTION
IDEA #3**

Avoid Random Patterns

**Name 5 things in life that
happen randomly that are
good for you?**

1. Look for repeatable patterns of success.

2. Identify repeatable patterns of failure.

3. Always be looking.

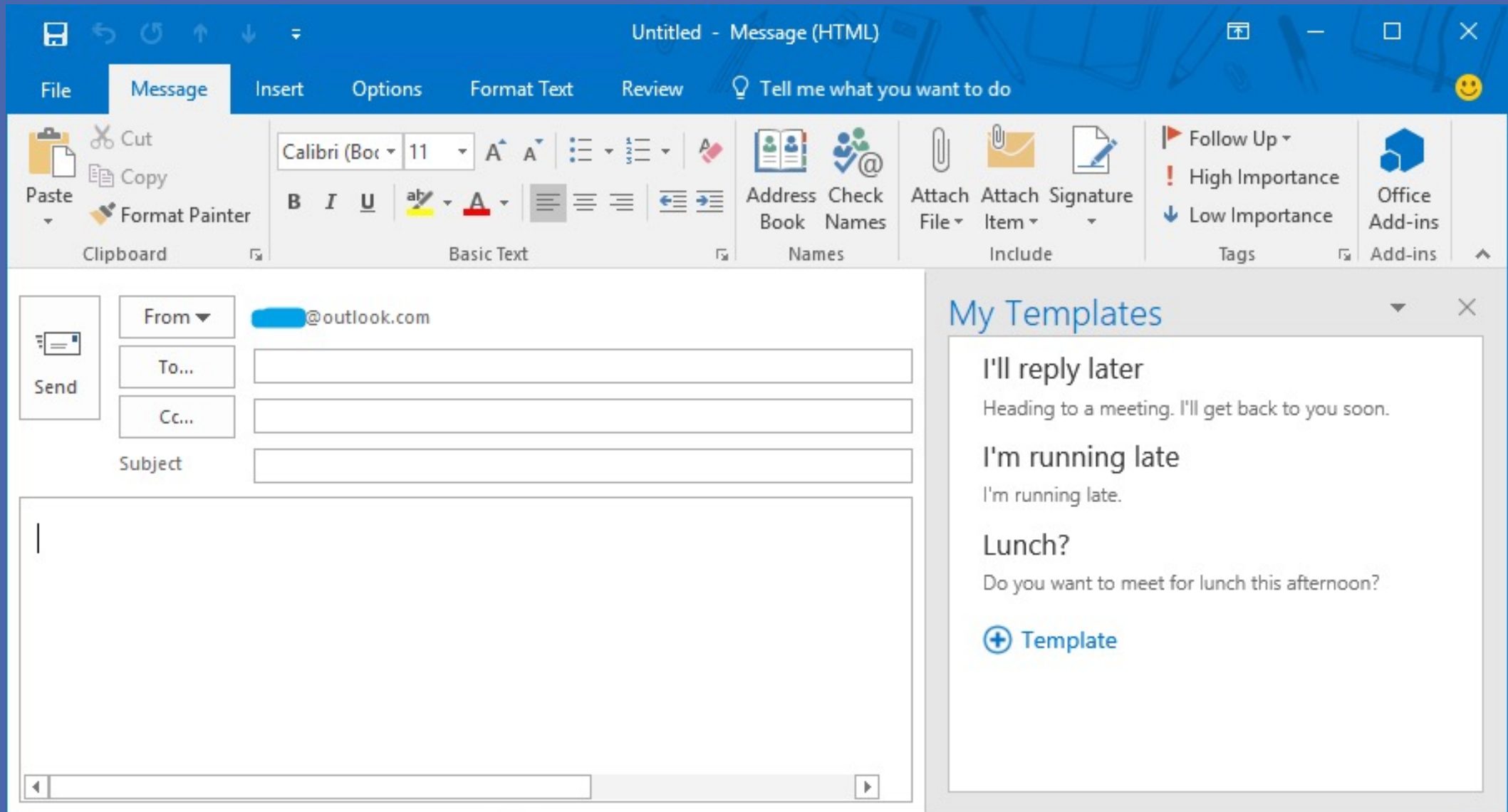


**ACTION
IDEA #4**

Create Email Templates

**Never write an email more than 2X
without creating a template for it.**

**Then... use email technology to
your advantage.**



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ACTION IDEA #5

Turn off email pop-up and chime.

A 30 second interruption can cause you to take 2 minutes to re-engage.

20 interruptions per day can cause 40 minutes of lost time per day.

That is 174 hours per work year.

Priority 1 - Now

Priority 2 – Within 2 hours

Priority 3 – Before end of day



ACTION IDEA #6

Schedule time for client research

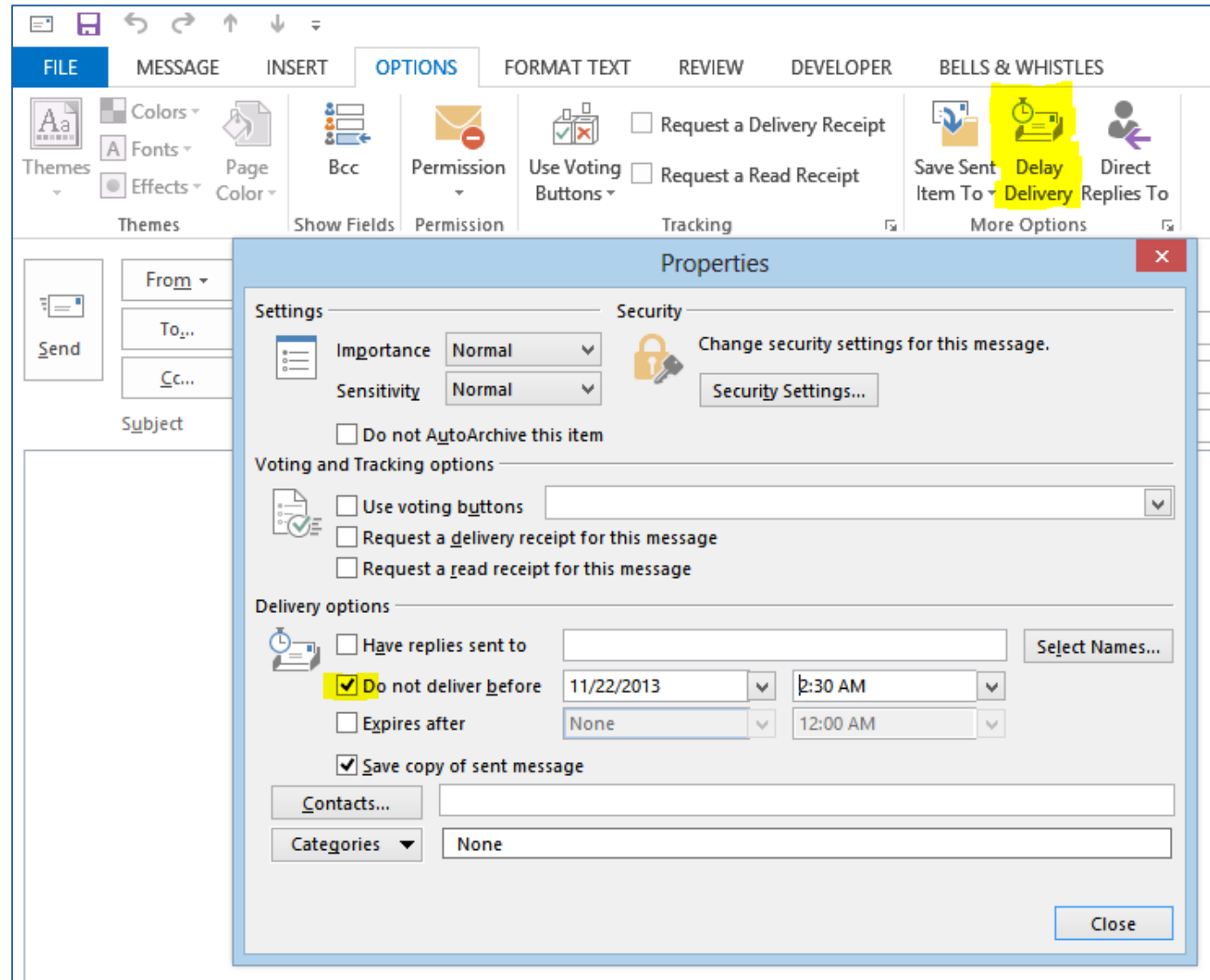
**Friday afternoon
from 3:30-5pm
personal R&D**



ACTION IDEA #7

Become a technology expert

**Know your CRM inside
and out. Make it whirl!**





ACTION IDEA #8

**Create a
process for
everything that
you do**

- 1. How do you handle sales leads?**
- 2. How do you reply to emails?**
- 3. How do you reply to meeting requests?**
- 4. When do you seek advice?**



ACTION IDEA #9

Set time limits for everything you do

**Increase your
productivity by 150%
by setting time limits!**



ACTION IDEA #10

Managing Up and Around You!

1. Meet with your manager in advance and TOGETHER set your time management goals.

2. People abusing your time is often about THEM not understanding your time management efforts.

- 1. Prioritize Ruthlessly**
- 2. Create Time Blocks**
- 3. Avoid Random Patterns**
- 4. Create templates**
- 5. Turn off email pop up/chime.**
- 6. Schedule time for research**
- 7. Become a technology expert**
- 8. Create a process for everything**
- 9. Set time limits for everything**
- 10. Manage Up & Around you**

IDEAS
into
A.C.T.I.O.N

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