

How to Find More Time to Sell

Time management is about change, in our personal and professional lives. This worksheet will concentrate on moving away from being busy and getting the results you desire.

Some key points,

- Understanding where you really spend your time.
- Determine what your Sales purpose, passion, and priorities are.
- What do you do first?
- Setting one goal at a time.
- Thinking about how to make the best use of your available time
- Practicing the 7'Ps - Proper Purposeful Planning of Priorities Propels Professional Potential.

Success is to be measured not so much by the position that you have reached in life as by the obstacles you have overcome.

--Booker T. Washington

Where is Your Time Going?

1. Determine how you spend a "typical" 24-hour day, week, or month:
2. Enter the hours or parts of hours for each activity,
3. Please make adjustments in activities for your professional/job day.
4. Add them together to see where your time goes.

Daily Activities:	Hours spent
Sleeping:	
Personal care/grooming:	
Meal preparation/eating/clean-up:	
Family Time /Commitments:	
Socializing/entertainment:	
Relaxing/TV/Reading, etc. (alone):	
Exercise/sports:	
Transportation:	
Family Time:	
Work – home:	
Work - office:	
Qualifying leads	
Cold calling	
Appointment making	
Windshield time	
Sales Presentations	
Follow-up	
Other:	

- How did you do?
- Is it what you expected? If not, where is the difference?
- How can this information help you?
- Does anything surprise you?

Sales Purpose, Passion, and Priorities

List three daily or weekly goals or objectives that are most important to you, and indicate whether they are long range, medium range, or immediate:

	long range	medium range	now!
A.			
B.			
C.			

- How much time have you set aside to meet the above goals during your week?
- Does your time allocation reflect the priority of your goals?
- Can you change your hourly commitments to meet your priorities?
- Where do you have the most flexibility: weekdays or weekends?
Can you change one or the other? or both?
- Can you change your goals? What are your options?
- Can you postpone any goals?
- How will sudden changes in your typical day affect your time allocation?
What can you change to meet your responsibilities?

Strategies & Tips

1. **Develop blocks of time** - About 15 minutes? How long does it take for you to become restless? Some people need more frequent breaks for a variety of reasons More difficult tasks may also require more frequent breaks
2. **Schedule weekly** reviews and updates of your activities
3. **Prioritize tasks** - When choosing, get in the habit of beginning with the most difficult
4. **Reduce distractions to** Maximize concentration & focus
5. **Use "Down time"** - Think of using time walking, driving, etc. for "little bits of tasks"
6. **Schedule time for critical Sales tasks and chores** - weekly assignments, follow-ups, account maintenance, etc.
7. **"To Do" list** Write down things you have to do, then decide what to do at the moment, what to schedule for later, what to get someone else to do, and what to put off for a later time period
8. **Daily/weekly planner** Write down appointments, to-do's, and meetings on a chronological log book or chart. If you are more visual, sketch out your schedule. First thing in the morning, check what's ahead for the day always go to sleep knowing you're prepared for tomorrow
9. **Long term planner** Use a monthly chart so that you can plan ahead. Long term planners will also serve as a reminder to constructively plan time for yourself.
10. **What other things can you do?**

Practicing the 7'Ps – Proper Purposeful Planning of Priorities Propels Personal Potential.

- The hardest part about delegation is simply letting go. "If you want a job done right, you have to do it yourself."
- 1 hour of planning will save 10 hours of doing.
- Hiring a Virtual Assistant to do routine tasks (client contact, customer follow-up, scheduling appointments, etc.) will free up as much as 10 hours per week for the average salesperson to devote to more productive uses.
- The average person today (1999) receives more information on a daily basis, than the average person received in a lifetime in 1900.
- The most powerful word in our Time Management vocabulary is "no".
- The average salesperson spends less than 30 seconds a day in meaningful communication with their manager.

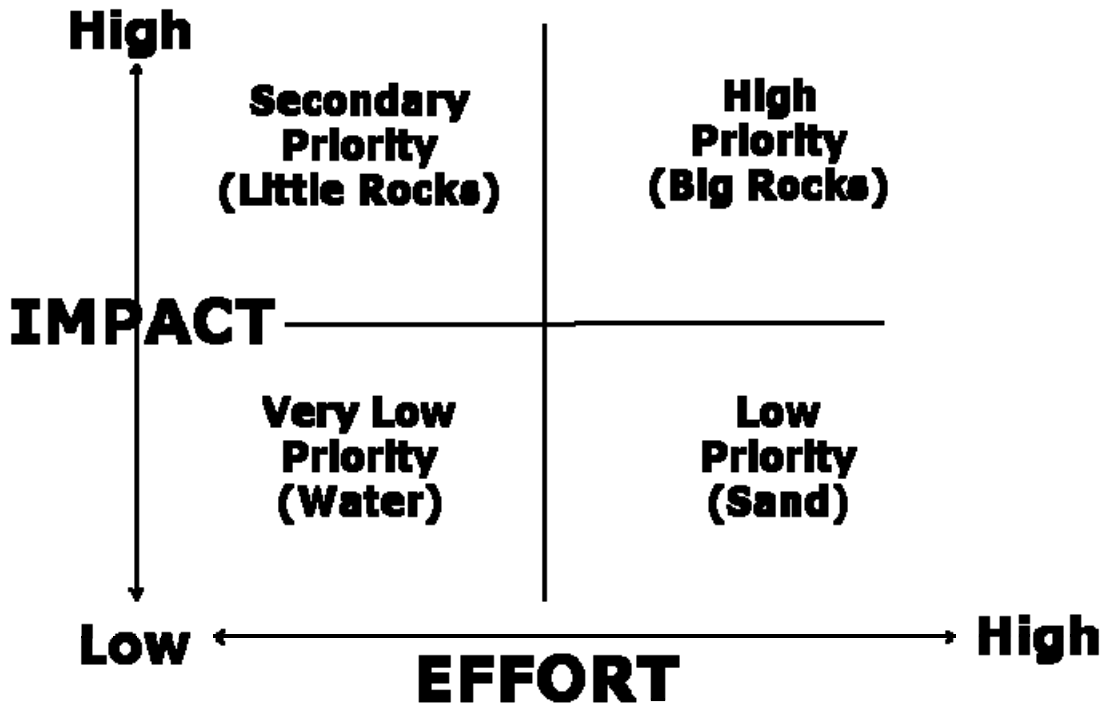
The Pretzel Jar Theory

While I don't think it's very attractive to think of the most important responsibilities as big rocks, it's a very graphic analogy. If I drop one of those rocks on my foot, it will hurt. The Pretzel Jar Theory of time management describes how to manage those rocks to lessen the pain.

Everyday, you've got a new pretzel jar. You've also got big rocks (your high priority work), pebbles (secondary priorities), sand (low priorities) and water (stuff from the urgent but not important quadrant). For optimum productivity, you load up the jar starting with the big rocks, then pebbles, then sand. If there's room left over, you can add some water.

This metaphor makes several good points:

- You only have room for so many rocks on any given day.
- Lower priority activities should fit in around the higher priority ones.
- If you don't put the rocks in first, they won't fit at all.
- If you start with the water, you'll fill up the jar in no time with only water.



If you would like help with this exercise or want to discuss how to put it to use, contact me at steve@14allcoaching.com to arrange a free introductory coaching session. There is no obligation to work with me beyond this session and it gives you an opportunity to sample coaching.

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