

**Time Management  
For Sales Success**



Created & Presented by:  
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Revenue strategy and sales training for media companies.

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**IDEA #1:  
Prioritize  
Ruthlessly**



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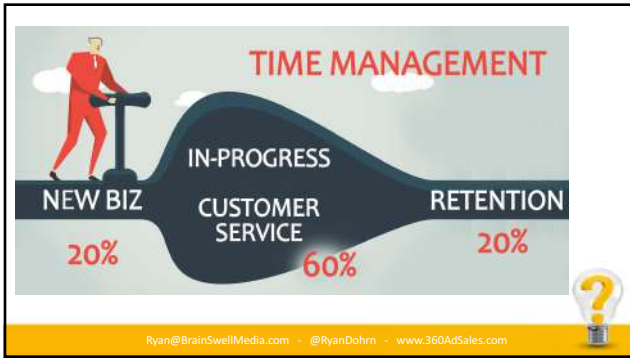
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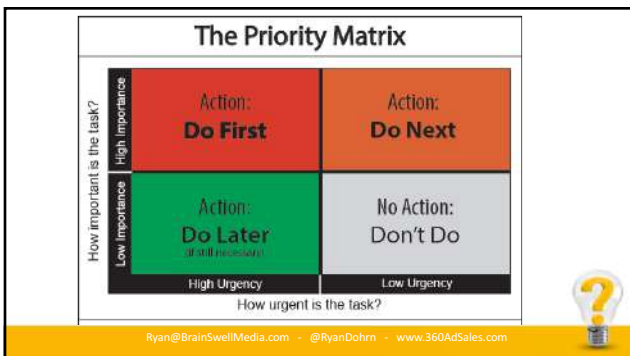
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**1 alarm vs.  
2 alarm vs.  
6 alarm fires!**



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



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**IDEA #2:  
Avoid Random  
Patterns**



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



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**1. Look for repeatable patterns of success.**

**2. Identify repeatable patterns of failure.**

**3. Always be looking.**



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**IDEA #3:**  
**Create Time Blocks**



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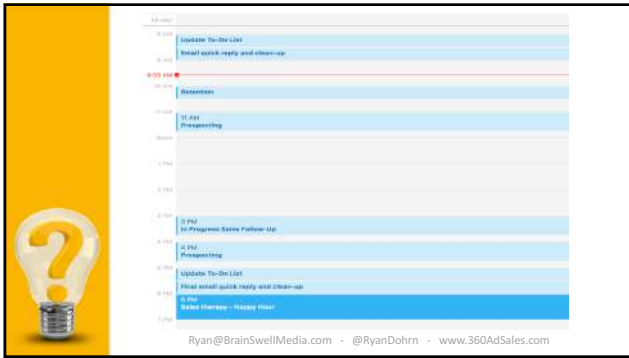
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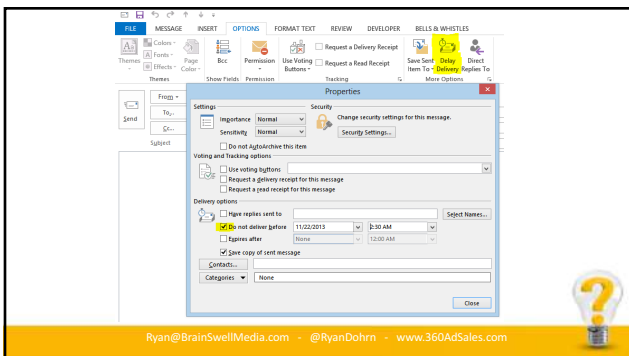
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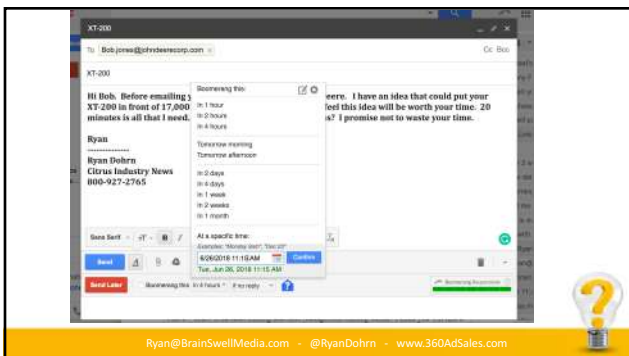
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**IDEA #4:**  
**Create Email  
Templates**



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



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



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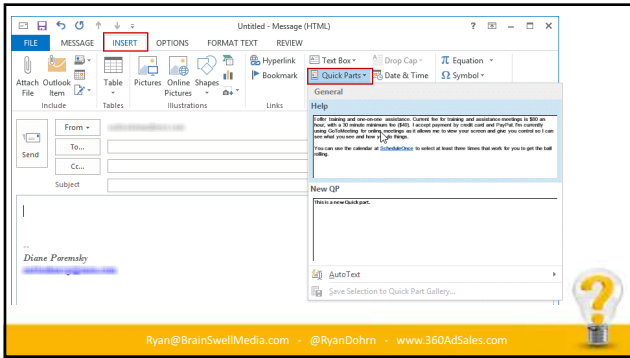
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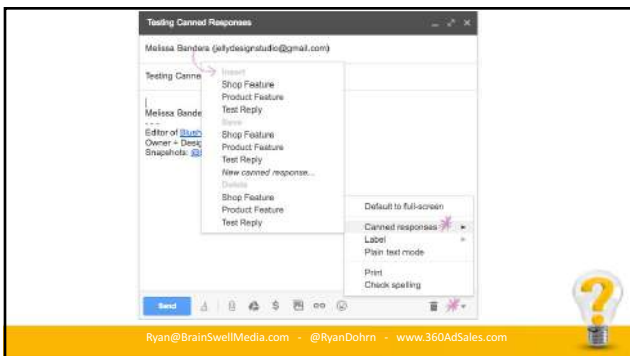
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**IDEA #5:** Turn off email pop-up and chime.

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**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.**

Source: StatisticsBrain.com



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**IDEA #6:**  
**Schedule time for client research**

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



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# IDEA #7: Become a CRM expert



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Effective sales organizations are 81% more likely to be practicing **consistent usage of a CRM** or other system of record. (source: [Aberdeen Group](#))



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CRM applications can help **increase sales by up to 29%**, sales productivity by up to **34%** and sales forecast accuracy by **42%**.

Source: [Salesforce](#)



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**IDEA #8:**  
**Create a process for everything that you do**



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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?



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**IDEA #9:**  
**Set time limits  
for everything  
you do**

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

Source: toggl.com



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**IDEA #10:**  
**Managing Up  
and Around You!**

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**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.**



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



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



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