



TriMetrix®HD Time Management

Time Management

The self-management process of achieving pre-determined sales goals within a prescribed time frame.

Why is this skill important?

Time is the crucial factor, especially for sales professionals. Wasted sales time can cost you opportunities, energy, and motivation. But before you can value time, you must first identify the potential it has for you. Properly managed time allows you to achieve what you want to achieve and deliver the results that your customers expect.

These are general prerequisites for managing your time effectively:

1. You must be captivated by an ideal.
2. You must have a deep inner conviction that you can achieve your ideal.
3. You must have goals.

In other words, you must be motivated to use your time effectively. If you aren't properly motivated and enthusiastic about your profession, job, or goals, you won't have the inner fire pushing you to achieve. If you ARE motivated and enthusiastic, you will most likely be ready to make the appropriate adjustments to your time management skills to enable you to achieve the goals you have set.

A goal has seven facets:

1. It is a target.
2. It is achievable.
3. It is a present reality.
4. It matters to you.
5. It is a promise you make to yourself.
6. It covers every area and every aspect of your life.
7. It is a stepping stone.

Time management is all about structuring your time so that you are able to meet the goals you have set for yourself and keep the promises you make to other people. Here are some general hints on how to avoid procrastinating and begin managing your time effectively:

- Begin now.
- Create an inventory of projects that have been delayed, postponed, or put off.
- Tackle the toughest of these first.
- Try to find ways to make yourself want to do what you have to do.
- Motivate yourself with the thought of completion.
- Be decisive about seeking, accepting, or rejecting requests and projects.
- Keep in mind you will never get more time. You have to use all the time you have to your greatest advantage.

What are skills associated with Time Management?

Someone who has mastered skills associated with Time Management:

- Recognizes that setting good goals is the first step toward better time management.
- Plans, schedules, and organizes every important aspect of his or her day so that things get accomplished on schedule.
- Eliminates unnecessary distractions and has a strong sense of focus on what is important to him or her.
- Has a deep, inner conviction that he or she can achieve his or her ideals.

How do you develop your own skills in Time Management?

- Don't procrastinate. Do it now!
- Do high-priority items first. Expect the unexpected and plan for it.
- Leave large blocks of time unscheduled just in case.
- Schedule related items at the same time.
- Schedule your appointments as far in advance as possible.
- Schedule your most vital activities when you are at your physical and mental peak.
- Always schedule around key weekly goals.
- Try to make an appointment for your next visit before you leave your present appointment.
- Always confirm your next appointment by telephone before leaving your present appointment.
- When scheduling an appointment, take travel time into account and make a note of it in your planner, and add 20% to that time.
- Be sure to check your car and briefcase the night before your appointments to ensure you have all that you need for your presentation.
- When scheduling any activity, estimate the time you think it will require and always add 20%.
- Always have a yearly calendar in plain sight.
- Set aside time every day to make and receive calls.
- Write down a clearly defined objective for each phone call you make, and remain focused on it.
- Always have relevant materials within your reach and in plain sight before you make your call.
- Set a time limit on your calls; develop verbal strategies to help you get off the phone.
- Inform potential callers of the best time for you to receive calls, but never expect prospects to call you back.
- Be sure to plan and schedule time to handle paperwork.

- Keep track of the number of times you've handled a particular piece of paper. Respond to the original document.
- Develop as many form letters, proposals, and related documents as you possibly can.
- Carry color-coded folders to organize your paperwork.
- Carry expense envelopes.
- If you travel a great deal, try to complete all paperwork related to your trip before you arrive home.

Time Management

Activities

Activity 1: A Quiz

Part 1

The 25 questions below will help you determine whether or not you are effectively managing your time:

1. Do you feel that you're in total control of your environment?
yes no
2. Do you believe that you're earning an income commensurate with your real potential?
yes no
3. Do you feel that you invest an adequate amount of time prospecting on a regular and consistent basis?
yes no
4. Are you able to read, expedite, and process all your paperwork on time?
yes no
5. Do you maximize your travel time?
yes no
6. Are you organized both mentally and physically for each sales appointment you go on?
yes no
7. Do you arrive significantly ahead of time and not feel rushed for each of your sales appointments?
yes no
8. Do you have a game plan and sales strategy for each of your sales presentations?
yes no

9. Are you able to make phone calls and return phone messages on time?
yes no
10. Do you feel that you have sufficient time to service as well as sell all of your accounts?
yes no
11. Do you feel that you manage your time, yourself, prospects, and accounts better now than you did at this time last year?
yes no
12. Do you have a set of personal quarterly sales goals or personal income objectives?
yes no
13. Are you able to focus your attention on your prospects without having your attention wander to unfulfilled promises, delinquent duties, crises, or future appointments?
yes no
14. Do you schedule and use thinking and planning time on a daily basis?
yes no
15. Do you feel that you are in control of interruptions at the office?
yes no
16. Do you use your sales waiting time as effectively as possible?
yes no
17. Do you feel that you have enough time for personal professional growth?
yes no
18. Do you have your accounts classified by profitability, volume, or potential?
yes no
19. Do you feel that you're able to handle the stress of deadlines and due dates?
yes no
20. Do you have adequate time to write, prepare, review, and preview proposals and action plans?
yes no
21. Do you have a list of your targeted and top-priority prospects or most important customers?
yes no
22. If you have a sales territory, do you have it laid out in such a way that you can objectively and graphically analyze it in terms of travel expediency and maximized profitability?
yes no
23. Do you have a systematic approach for contacting existing customers on a consistent and regular basis?
yes no
24. Do you always have a specific reason or a clear objective for each of your sales calls?
yes no
25. Are you able to read mail, handle paperwork, and deal with communication from key customers and your company on a daily basis?
yes no

Part 2

Write down which of the 25 questions that you answered, "no."

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

For each of the items you answered, "no," try to develop a game plan for improving or meeting that requirement so that you can answer "yes" in the future.

Activity 2: Goals

1. What ideal are you "captivated by"? What do you believe most strongly in?
2. What goals have you set to help you achieve the ideal that motivates you?
3. What changes do you need to make in your professional life to enable you to manage your time better so that you achieve the goals you have set?

Activity 3: Peer Analysis

Make a point of talking with at least four peers—either at your office, in your social group, or in a club you belong to.

Talk to each person about his or her feelings about time management. How does he or she handle juggling activities? How does he or she know what to focus on most? What are his or her ideals? How does he or she approach time management?

Take notes as you talk with each person—see what they have in common and what they do differently. What can you learn from what they tell you? What can you avoid?

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