**Planning your time and tracking your success –**

**Activity document**

**Topics and timing**

Introduction – 0

Section 1 - Prepare your sales process to work effectively – 5.12

Section 1 – Review – 10.40

Section 2 – Using your time well when introducing your services – 11.30

Section 2 – Review – 14.04

Section 3 – The importance of planning – 14.38

Section 3 – Review – 20.56

Section 4 – Tracking & reviewing your success – 21.52

Section 4 – Review – 29.14

Final tips – 29.48

Duration 33 minutes and 30 seconds

45 mins to 1 hour when completing section review exercises

**Section 1 Review**

Before you move on take some time to complete the 5 points below

1. Who are the customers you want to focus on?
2. How will you match customers’ needs to your services?
3. How will you stay in touch?
4. What objections might you come across/how will you assist with them?
5. What referral or reward programme would you offer?

**Section 2 Review**

Put together your elevator pitch

1. State who you are
2. State who your company is
3. Creatively tell what you do and the benefits you offer
4. Asks a question- How do you achieve that at the moment?
5. Ends with why the customer should work with you - call to action

This will be an important part of your planning and managing your time as you need to share what you do effectively.

**Section 3 Review**

Take some time to outline the key points mentioned and create an action plan

**Start with**

Where am I Where do I want to get to First Steps/Plan

**Then move onto**

Your Monthly Plan Your Weekly Plan Your Daily Plan

**Section 4 Review**

Take some time to outline the key points mentioned and create an action plan

Taking the information, we have covered make a list of the points you feel you will need to track.

When you have done this ask yourself why it is important to your future success and make a note next to each one.

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| **Activity to track** | **Why important ?** |
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