

How to Get More Done Each Day

MORE SALES | LESS TIME

PLANNING

What are all the things you need to get done today?

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- 1.
- 2.
- 3.

CHOOSE

Which one will have the maximum impact on your sales success?

PARTS

If the “to do” is big, identify its component parts (e.g. company research, LinkedIn, scoping out proposal), then determine which one you can tackle today.

TODAY

Mark it on your calendar. Now. Go block it in on your calendar so that it actually gets done at a certain time. This is the most important thing you do today.