

How to Get More Done Each Day

MORE SALES | LESS TIME

Key Points

Top sellers are keenly aware that time is their most precious asset. Rather than jumping right into their email each morning, they take time to figure out how they can maximize their working hours. In this mini-course, your salespeople will learn how to start their day strong. They'll discover the value of grouping similar activities together and the crucial need for time blocking their daily/weekly calendar.

Time: Approximately 30 minutes

Preparation

1. Watch video, review discussion questions and team challenge below before the meeting starts.
2. Send out meeting invite if doing training via virtual meeting; get video ready to show.

KICK-OFF (3 minutes)

Ask: How many of you start each day by checking your email? Why? What happens then?

Share how you start your day – and what you've learned from previewing the video.

Introduce: Today we're going to look at a short video on how you can get more done during the day. This is not about slaving away at your desk, making more calls, putting in the hours. It will give you a different perspective of how you can make better use of your time – your most precious asset.

VIDEO (10 minutes)

Before we begin, put all your devices away so you can't see them or reach for them. It's important to have your full attention. Also, I want you to take notes on any important ideas or information you hear because we'll be talking about this afterwards.

Show video.

DISCUSSION (15 minutes)

Ask any/all of these questions. Get your team involved in this discussion.

- What did you think about starting each day, focusing on what's important versus jumping right into your email?

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DISCUSSION (15 minutes)

- When you stop to think about it, what's the #1 thing you can do today that will have the maximum impact on your sales success?
- Let's talk about grouping "similar activities" together versus bouncing from task to task. As a sales team, how can we leverage this strategy to get more done?
- How many of you deliberately take breaks every hour? Were you surprised to find that it would make you more productive—and happier?
- Of all the ideas in the video, which appealed to you most—and why?

TEAM CHALLENGE (2 minutes)

Plan Your Day Challenge

For the next week, I'm going to challenge you to experiment with these strategies. Specifically, as a team, we're going to do the Plan Your Day Challenge.

We're all (me included) going to see what it's like to start your day with a clear focus on what matters most. For just one week, every morning when you get to your desk, take 10 minutes to plan your day.

First ask: What are the three things I can do today that will have maximum impact on my sales success? Then, narrow it down to just ONE thing that will make the most difference. Once you've decided, look at your calendar, decide when you'll do it and block out time to tackle it.

END OF WEEK: Discuss results of this experiment. Get everyone's input. Find out what they want to keep doing to drive more sales in less time.

**For more ideas on this topic,
check out *More Sales Less
Time* by Jill Konrath.**

Purchase the book on Amazon:
MORE SALES LESS TIME: Surprisingly Simple
Strategies for Today's Crazy-Busy Sellers

jillkonrath.com

