

How to Add 1-2 Hours to Your Day

MORE SALES | LESS TIME

Key Points

Today's sellers constantly feel slammed, like they'll never be able to get it all done. Yet the reality is, the way they're working is actually the root cause of this overwhelm. In this mini-course, your salespeople will learn about the high cost of working in a digital environment. They'll discover powerful strategies to prevent digital distraction, get lots more done, perform at a higher level and regain their sanity.

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 feel like you're working non-stop? Or that there are times when you're really overwhelmed and you'll never catch up?

Share your personal feelings on this topic and/or what you've heard from team members.

Introduce: Today we're going to view a short video on how you can add 1-2 hours more to your day—at the same time being more strategic and creative in your selling.

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's the root cause of overwhelm? Does it surprise you?
- Have you ever felt yourself mindlessly clicking away or going down a "rabbit hole?" How much time has elapsed?

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DISCUSSION (15 minutes)

- What's the recovery time for getting distracted? If you check email 10 times an hour, how does that affect your productivity?
- What apps were mentioned? Has anyone ever tried any of them? Should we be experimenting/trying some to see if they help us?
- What recommendations were made re: notifications? Email?

Handout out Distraction Quiz. Have sellers quickly assess how much distraction is impacting their success.

- Have you ever really considered how digital distraction is impacting you? Is it worth doing something about?

TEAM CHALLENGE (2 minutes)

Minimize Distractions 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 Minimize Distractions Challenge.

We're all (me included) going to see what it's like to live in a world without endless notifications. For just one week, turn off all non-essential alerts on your smartphone, laptop and other devices – even email, if you dare!

Notice how reduced distractions impact your productivity, stress level and the quality of your thinking. Also, take note of how you've become wired to endlessly check these apps and how tough it is to re-take control of your own time.

END OF WEEK: Discuss results of this experiment. Get everyone's input.

**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

