



WARREN GRESHES'

Guide to

Time Management

for Salespeople

www.greshes.com

© 2011 Warren Greshes

*This guide is designed **not** with the intention of making you time-management superstars. More importantly it's designed to help you, as salespeople, understand where your time-management problems are so you can fix them; become more efficient in using your time; find those extra 30 to 60 minutes a day that you waste; giving you time to see one more prospect a day. Bet that would increase your sales.*

Let me show you how to use this guide:

1. **40 Time wasters** – These are 40 of the most common time wasters we face every day. Go over each one of these and check off the ones that apply to you. Prioritize each one from the worst to the “not so bad.” Now you have a starting point for the things you need to work on.
2. **Salespeople’s Time Test** – Answer each question by checking off Always; Usually; Sometimes; Rarely, or Never. Figure out your score by using the scoring key at the end of the test. Don’t worry if you’re not perfect, or even near it. The idea is to improve; not become a superstar. This test shows you where your weaknesses are. If all you did was change each Never to a Rarely, or each Rarely to a Sometimes, and so on, imagine how much time you would save. Probably enough to go on one EXTRA sales appointment a day. Bet that would jack up your production.
3. **25 Time Saving Tips** – Each one of these tips is something you can start doing immediately to help you save that extra 30 to 60 minutes a day so that nobody will ever have to hear you say, “I don’t have time to sell.”

40 TIMEWASTERS

PLANNING

- _____ Lack of Objectives/
Priorities/Planning
- _____ Crisis Management/
Shifting Priorities
- _____ Attempting too much at
Once/ Unrealistic Time
Estimates
- _____ Waiting for
Planes/Appointments
- _____ Travel
- _____ Haste/Impatience

ORGANIZING

- _____ Personal Disorganization/
Cluttered Desk
- _____ Confused Responsibility &
Authority
- _____ Duplication of Effort
- _____ Multiple Bosses
- _____ Paperwork/Red
Tape/Reading
- _____ Poor Filing System
- _____ Inadequate
Equipment/Facilities

STAFFING

- _____ Untrained/Inadequate Staff
- _____ Under/Over Staffed
- _____ Absenteeism/Tardiness/
Turnover
- _____ Personnel with Problems
- _____ Over-Dependent Staff

DIRECTING

- _____ Ineffective Delegation/
Involved in Routine Details
- _____ Lack Motivation/Indifference

- _____ Lack Coordination/
Teamwork

CONTROLLING

- _____ Telephone interruptions
- _____ Drop-in Visitors
- _____ Inability to say "No"
- _____ Incomplete/Delayed
Information
- _____ Lack Self-Discipline
- _____ Leaving Tasks Unfinished
- _____ Lack Standards/Controls/
Progress Reports
- _____ Visual Distractions/Noise
- _____ Overcontrol
- _____ Not Being Informed
- _____ People Not Available for
Discussion

COMMUNICATING

- _____ Meetings
- _____ Lack/Unclear
Communication, Instructions
- _____ Socializing/Idle
Conversation
- _____ "Memoitis"/Over
Communication
- _____ Failure to Listen

DECISION MAKING

- _____ Procrastination/Indecision
- _____ Wanting all the Facts
- _____ Snap Decisions

SALESPERSON'S TIME TEST

A = Always
U = Usually
S = Sometimes
R = Rarely
N = Never

	A	U	S	R	N
1. Do you do things in priority order?	_____	_____	_____	_____	_____
2. Do you accomplish what needs to get done during the day?	_____	_____	_____	_____	_____
3. Do you tackle difficult or unpleasant tasks without procrastinating?	_____	_____	_____	_____	_____
4. Do you feel you are earning your potential?	_____	_____	_____	_____	_____
5. Do you prepare a daily plan and set priorities?	_____	_____	_____	_____	_____
6. Do you get your paperwork done on time?	_____	_____	_____	_____	_____
7. Do you use your waiting and travel time effectively?	_____	_____	_____	_____	_____
8. Do you spend enough time planning?	_____	_____	_____	_____	_____
9. Do you schedule your clerical work during low value time instead of prime time?	_____	_____	_____	_____	_____
10. Before you leave home in the morning, do you know where your first sales call will be?	_____	_____	_____	_____	_____
11. Do you have a specific purpose for each call?	_____	_____	_____	_____	_____
12. Do you have a list of the top 10% of your customers?	_____	_____	_____	_____	_____
13. Do you have a list of the top 10% of your prospects?	_____	_____	_____	_____	_____
14. Do you know how many calls per year it is economical to make on each customer?	_____	_____	_____	_____	_____

A U S R N

- | | |
|--|---|
| 15. Do you take enough time to prospect and develop new business? | _____

_____ |
| 16. Do you find that you have to wait to see people? | _____

_____ |
| 17. Do you know how many calls, on average, you have to make to close a sale? | _____

_____ |
| 18. Do you set a dollar value on each minute of your time? | _____

_____ |
| 19. After each call, do you schedule the date of the next call on that customer? | _____

_____ |
| 20. Do you set specific volume or dollar objectives for customers? prospects? and product? | _____

_____ |

Score yourself in the following manner:

- | | |
|-------------------------------|-------------------|
| Number of "always" answers | _____ x 5 = _____ |
| Number of "usually" answers | _____ x 4 = _____ |
| Number of "sometimes" answers | _____ x 3 = _____ |
| Number of "rarely" answers | _____ x 2 = _____ |
| Number of "never" answers | _____ x 1 = _____ |

TOTAL

- 90 - 100 Superstar Salesperson
- 75 - 89 Good but could use some improvement
- 50 - 74 Could be heading for trouble. Time management needs serious attention.
- 20 - 49 Good candidate for "Greatest improvement award."

25 TIME SAVING TIPS

1. Prioritize. Decide on your long-term goals and set short-term priorities within those goals.
2. Concentrate. Eliminate self-made interruptions and distractions. Minimize interruptions imposed on you by others, especially phone calls and drop-in visitors.
3. Categorize your work, school, household, and personal responsibilities.
4. Break down major tasks into small ones so: a) The work is more manageable; b) You can reward yourself as you complete each small step; c) You can keep better track of your progress; and d) You can avoid trying to do too much or at the last minute.
5. List all upcoming commitments or important reminders on one central calendar to facilitate planning.
6. Learn to say “No” easily and graciously.
7. Never do more than one major thing at any one moment, although you might shift back and forth among projects.
8. Develop a system for tracking your daily activities, such as a “things to do” list.
9. Periodically revise your short and long term goals.
10. Don’t worry about the future or feel guilty about the past. Be aware of how the past teaches you, and how your current plans and efforts can improve the future.
11. If you don’t know ask someone who does.
12. Organize your home and/or office so everything is accessible, using “active” and “inactive” criteria for placement of materials.

13. Although daily expense records should be maintained, allocate a certain day each month for financial management (paying bills, etc.).
14. Handle a piece of paper once.
15. Buy a wastebasket and use it.
16. Frequent stores, restaurants, service centers, or banks during non-rush or off-hour times.
17. Try to shop as infrequently as you can, avoiding last-minute dashes for a missing item.
18. Figure out the best way to handle each situation: By phone, email, mail, online, or in person.
19. Utilize time-saving delivery services whenever possible, including shopping online and paying bills online.
20. Use a credit card as a time-saving and record keeping convenience - not to get into debt.
21. If you have a problem with lateness, time exactly how long each task takes you, and make an appointment with yourself to leave at a certain time so you will be on time.
22. Promise less, deliver more.
23. Eliminate clutter. Allot time for periodic sifting and sorting; discard, give away, or sell surplus work or personal possessions.
24. If possible and appropriate, return calls and correspondence the same day.
25. Do what you have to do first, not what is easiest or most pleasant.

About Warren

Warren Greshes is a serial entrepreneur. As an internationally acclaimed professional speaker, best-selling author, broadcaster, podcaster, educational products producer and former minor league baseball team owner, Warren has been travelling the world for the past 25 years building his brand.



As a speaker, Warren is an expert in the areas of sales, motivation, leadership, customer retention and personal and professional development. He has addressed corporate, association and small business audiences all over the world. Some of his corporate clients include: Bridgestone/Firestone, Hewlett Packard, CNET and Coca Cola. Warren has also spoken in front of some of the largest and most prestigious organizations in the world, including The Million Dollar Round Table, The National Association of Realtors, Sales and Marketing Executives International and the Asia Pacific Life Insurance Congress.

As a broadcaster Warren's show, "So Who's Stopping You," ran on AM radio and over the internet on the World Talk Radio Network for two years. He produced a weekly podcast series, "The Monday Motivational Minute," listened to by thousands of people throughout the world. And now, March 2011 brings the premiere of Warren's YouTube TV series, "Move Your Ass Monday!" a title that speaks for itself.

Warren has produced audio and video programs in the areas of sales, success, customer service and time management, including the award-winning, "Supercharged Selling: The Power to be the Best." His book, "The Best Damn Sales Book Ever: 16 Rock Solid Rules for Achieving Sales Success," published by John Wiley & Sons has been a business best-seller and is available throughout the world. His next book, "The Best Damn Management Book Ever: 8 Keys to Developing Self-Motivated High Achievers," will hit the bookstore shelves in November 2011.

Warren has served on the board of directors of the National Speakers Association, and in 1998 was awarded their highest designation when he was inducted into the Speaker's Hall of Fame.