



WEDNESDAY SKILLS CALL

Time Management - "Investing Time Wisely To Move The Sales Needle"





Interesting statistics



- The average sales person spends 35% of their time on selling activities and, as a result, hits their financial goals only 53% of the time
- Top performers spend 54% of their time on pure selling activities
- 61% of salespeople have a time management tool and only 23% use it
- Sales people who use a time management tool increase their selling time by 18.9% over those who don't.

CONCLUSION: If you want to be a Top Performer and crush your goals, spend 54% of your week on pure selling activities and use an **EFFECTIVE** time management tool



Interesting statistics

Stanford University Study "The Productivity Of Working Hours" by economics professor John Pencavel, found that **productivity per hour decline sharply when a person works more than 50 hours a week.**

"After 55 hours, productivity drops so much that putting in any more hours would be pointless. And, those who work up to 70 hours a week are only getting the same amount of work done as those who put in the 55 hours".

CONCLUSION: Work towards establishing a highly productive 50 hour working week & enjoy the remainder of your time doing enjoyable things with people you care about



Interesting statistics

Sales people who spend a higher proportion of their time on selling activities report higher job satisfaction, are happier, less stressed and more frequently meet their financial goals

CONCLUSION: If you want to be happier, reorganize your time and make the necessary changes

Definition of "Pure Selling Activities"



1. Finding Qualified Prospects

2. Determining clients' potential needs

3. Offering relevant solutions

4. Closing sales

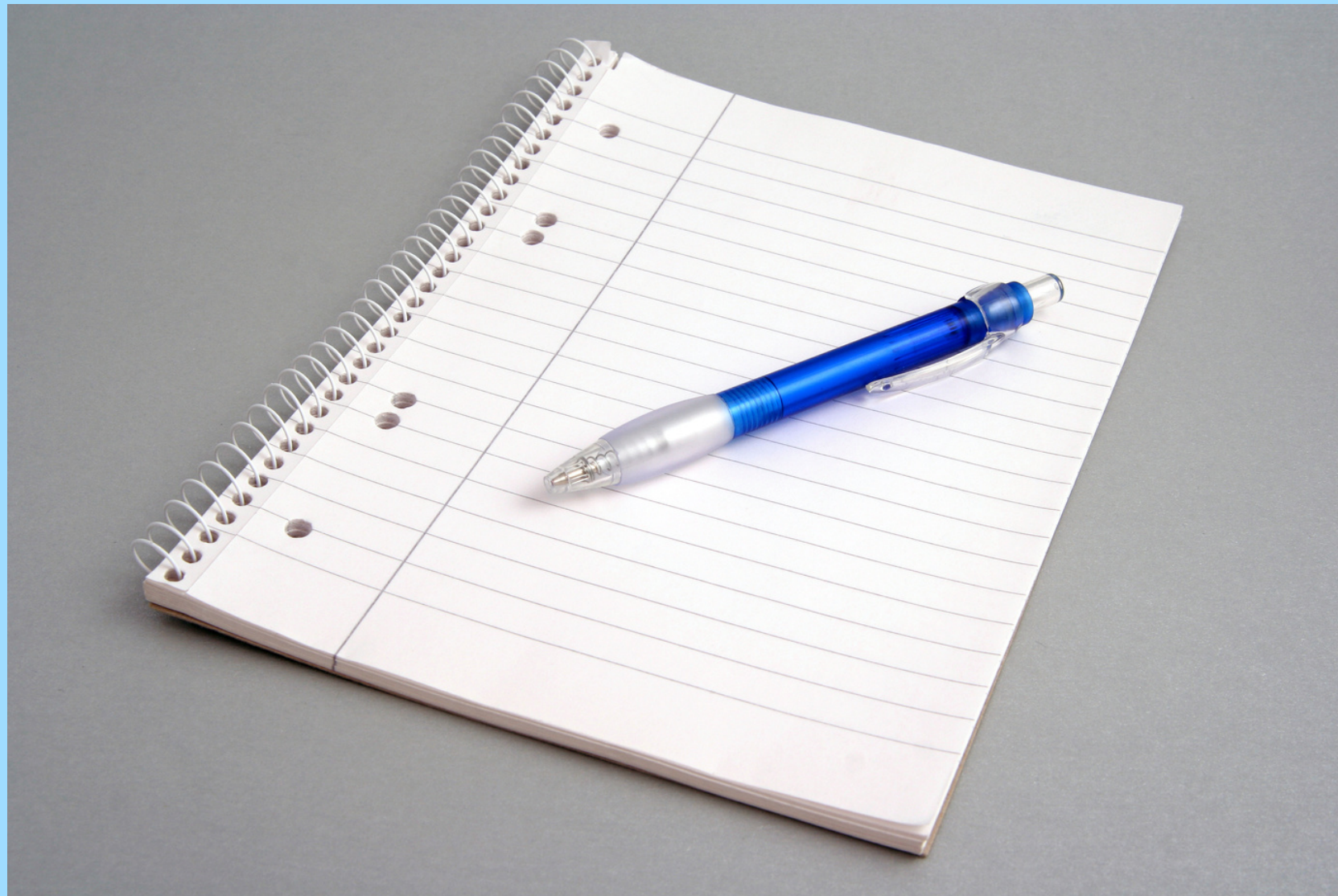
Lots of thing get in the way



Let's take a look.....



QUIZ



PLAY
ALONG?

Quiz question #1 -frequency of interruptions

On average how often are sales people interrupted during working hours?

- Once every 6 minutes
- Once every 16 minutes
- Once every 26 minutes
- Once every 36 mins
- Once every 46 minutes

Quiz question #2 -refocussing after an interruption

After an interruption, what's the average time to get back on track?

- 5 minutes
- 15 minutes
- 25 minutes
- 35 mins
- 45 minutes

Quiz question #3 -self inflicted interruptions

What % of interruptions are self-inflicted?

- 5 %
- 15%
- 25%
- 50%
- 75%

Quiz question #4-e mail checking

On average how often do workers in all professions check e mails per day?

- 4 times
- 14 times
- 24 times
- 34 times
- 74 times

Quiz question #5 -multi-tasking

Out of all the talented classical composers, who was the only one who could effectively work on several compositions at once? (hint -the others completed one and moved onto the next)

- Beethoven
- Bach
- Haydn
- Mozart
- Verdi

Quiz question #6 -Errors

In a study of college students completing a task, it was shown that an interruption lasting just 4.4 seconds, caused their error rate to:

- Double
- Triple
- Quadruple

Quiz question #7 -Decrease in I.Q

The average I.Q. loss from distractions of constant emails, text and phone messages is:

- 5 points
- 10 points
- 15 points
- 20 points

Source: Glenn Wilson, Kings College, London University

Quiz question #8

The average I.Q. loss from using cannabis while working is :

- 2 points
- 4 points
- 8 points
- 16 points

Source: Glenn Wilson, Kings College, London University

Quiz question #9-emails & sleep deprivation

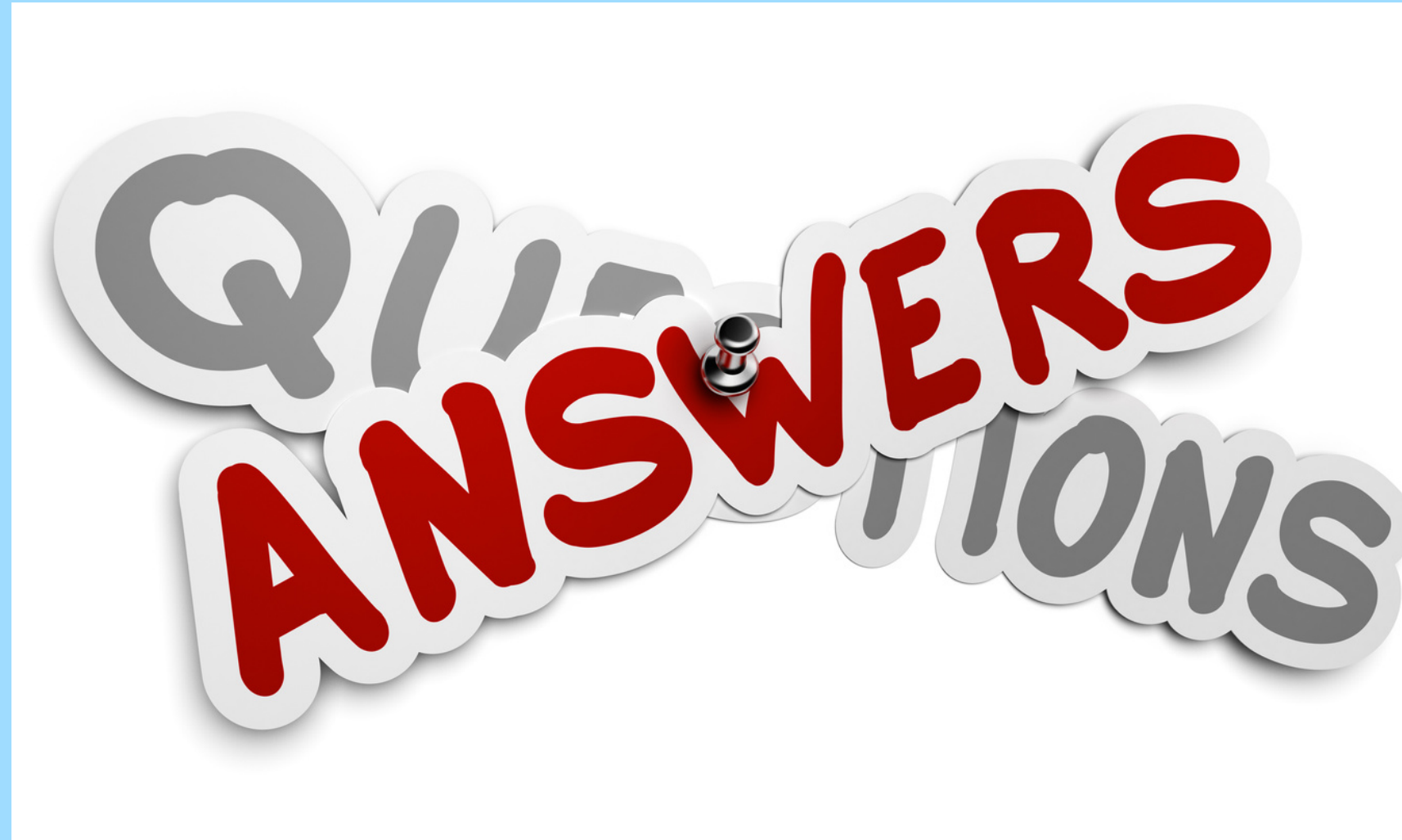
Juggling e mails alongside existing work
is equivalent over the day to the following loss of sleep:

- 2 hours
- 4 hours
- 6 hours
- 8 hours

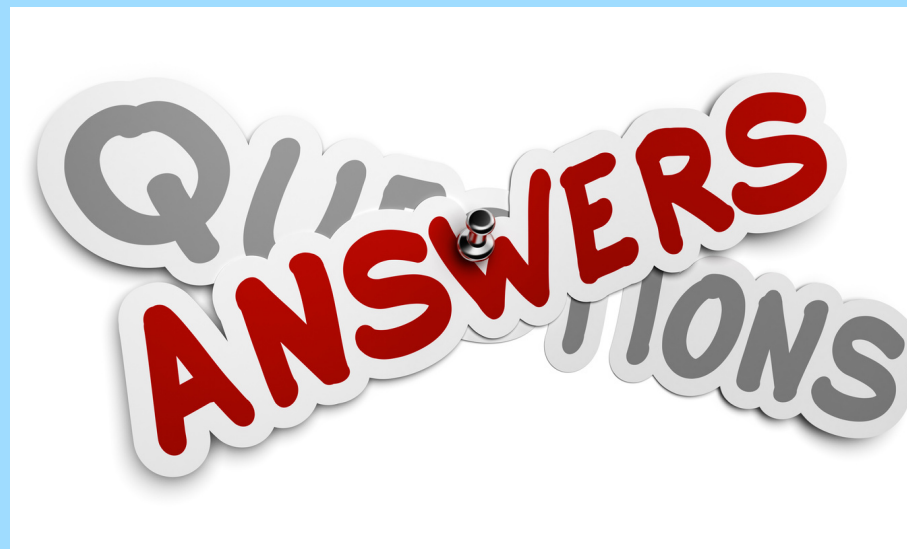
Quiz question #10-Social media

The average time spent on social media per day is :

- 18 minutes
- 118 minutes (nearly 2 hours)
- 218 minutes (3.6 hours)
- 318 minutes (5.3 hours)



Ready for the Answers?

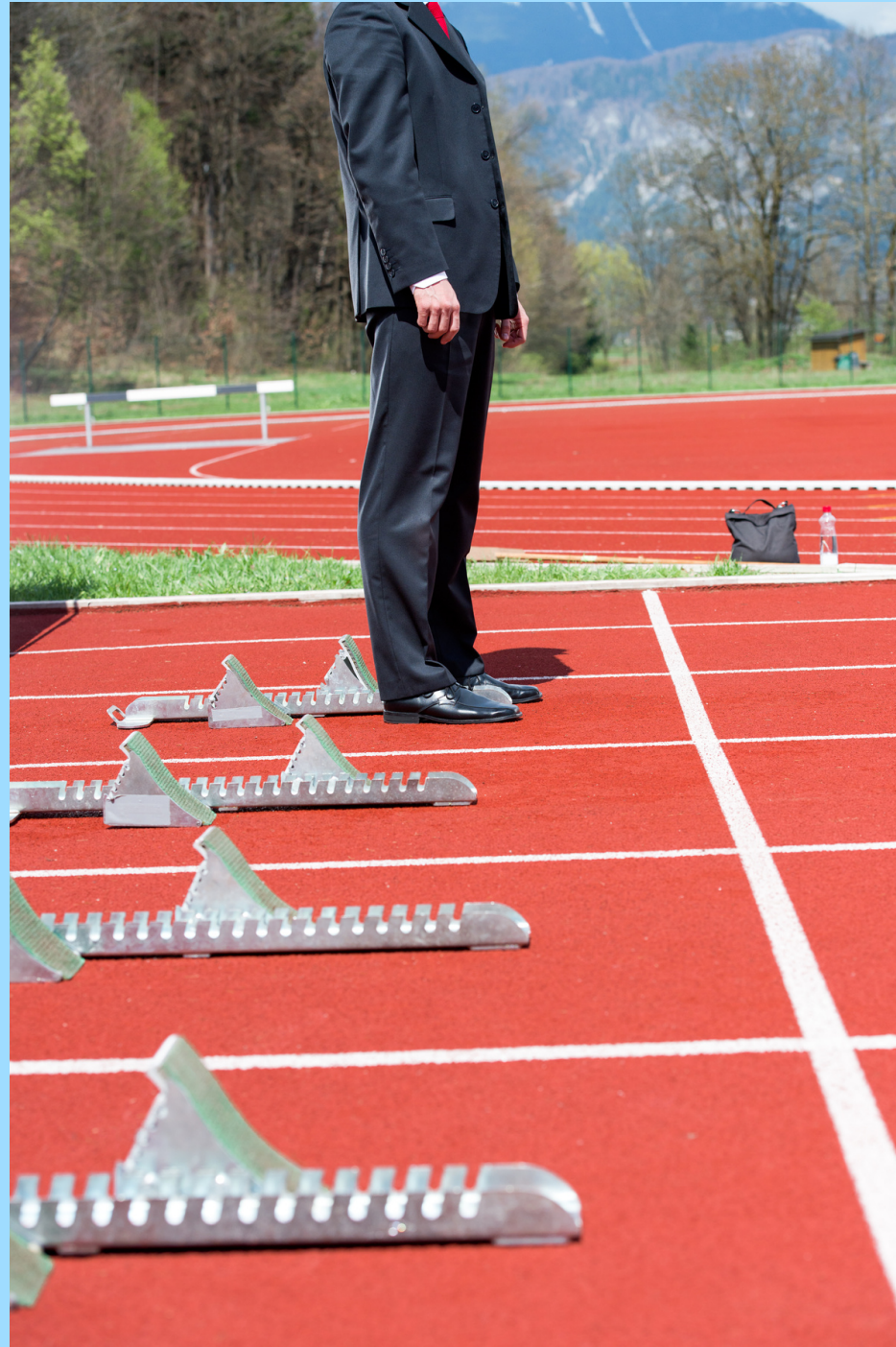


- #1 On average sales people are interrupted every 16 minutes
- #2 It takes approx 25 minutes to refocus following an interruption
- #3 50% of interruptions are self-inflicted (checking email, social media, getting coffee, calling someone over to talk)
- #4. Workers check their emails approx 74 times a day
- #5. Mozart (was effective at switching tasks rapidly - multi-tasking -but he was a genius)
- #6. With just a 4.4 second interruption college students' error rate tripled (from doubling with a 2.8 sec. interruption)
- #7. Average I.Q. loss from interruptions is 10 points
- #8. Average I.Q. loss from smoking cannabis is 4 points
- #9. The practice of juggling e mails alongside existing work results in feeling like you have lost one full night's sleep (8hrs)
- #10. Nearly 2 hours (118 mins) is spent on social media each day, on average



- Multi-tasking is nonsense and any attempt to do so is non-productive
- Email checking is the biggest time suck
- Social Media (FB) is the 2nd biggest time suck
- We can cut 50% interruptions dead in their track and manage the other 50% down
- Interruptions make us miserable. They release adrenaline which increases cortisol (stress hormone) and lead to irritation, building anxiety, bad mood, frustration, rage and significant fatigue.

Where to start to get on track?





Suggestions:

- Use an effective time management tool to ENSURE you are devoting 54% of your time to pure sales activities
- Do whatever you need to do to keep non selling activities under 46% -delegate, dump, outsource
- Check e mails only 3 times per day at set times. Block time and batch tasks
- Stop looking at social media during working hours
- Take set, time-limited breaks
- Keep planning to 3 hours max per week, (30 mins a day) "getting ready to get ready" is a big time suck
- Just eat the frog and make the dreaded daily cold calls. It isn't forever; cold calls become warm calls as your business develops
- Offset your driving time by making 5 new in -person connections before you get back in the car
- Set aside 4 hours of "thinking time" per week in 1 or 2 hr blocks. Consider "Walk & Think"
- Bring your work week down to 55 or fewer hours of truly productive work

Discover where and how you currently spend your time



So YOU can make the necessary changes to become a productive Top Producer and crush your goals





ALLOCATE MINUTES/DAY

X 60 minutes =

Mins

Other (anything else)

This image shows a vertical rectangular area filled with light blue color. Overlaid on this background are several thick black horizontal lines, which serve as guides for writing. These lines are evenly spaced and extend across the entire width of the page. There is also a single thick black vertical line running down the left side of the page, creating a margin. The overall appearance is that of a standard piece of primary-ruled notebook paper.



CONVERT INTO PERCENTAGE %



Mins spent on
each category
divided by
total avail. x
100 =%

Other (anything else)

Mins

%

A diagram of a ladder with 10 horizontal rungs and a central vertical beam. The rungs are arranged in two columns of five on either side of the central beam. The rungs are represented by horizontal black lines, and the vertical beam is a thick black line in the center. The entire structure is set against a light blue background.



PG 3/4

Self assessment

Add up the percentages of only these categories:

Face to face with active clients/prospective clients

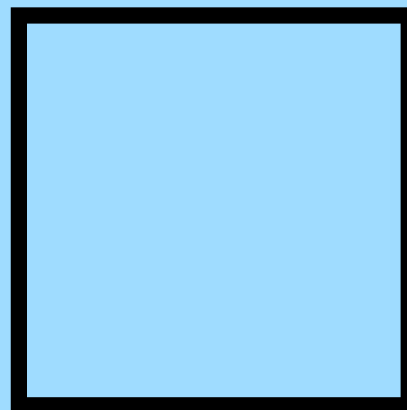
and

Making prospecting calls to PROSPECTIVE/PAST CLIENTS

and

Closing a sale

=



%

vs. 54% to be a Top Producer



PG 4/4

Self assessment

The changes **I am willing** to make are:

1.

2.

3.

4.



THANK YOU FOR YOUR VALUABLE



Time Management -Moving The Sales Needle



E mail me for help:

janelennonsalescoach@gmail.com