

# Sales Time Management

## Reorganize Your Time Without Increasing Your Workload



### Program Agenda

- Territory Management
- Top Sales Time Wasters
- Using Technology to Save Time
- Work Life Balance
- Time Management Tracking

### Lewis Associates, Inc.

We are a Chicago-based training and consulting firm. Since 1992, we have helped companies create *strategic business advantage* by developing the skills and performance of their people. We work with companies that want to enhance the results of their sales activities and improve their leadership effectiveness.

Based on a foundation of integrity and respect for the individual, we are responsive and flexible; resulting in a long term legacy of helping others achieve their goals.

**A salesperson's most precious resource is their time -- it's all they have to sell.**

And yet because of the independent nature of the world of selling, most sales professionals are not good time managers. The number one challenge business professionals face today is time poverty; people feel there is not enough time to do all that they need to do.

There are a series of time wasters--distracting behaviors--that salespeople fall prey to. As part of the *Sales Time Management* workshop, each sales professional completes an online assessment, the **Proception2 Sales Report**, which identifies individual time wasters and provides a reinforcement tool for sales managers.

In the world of business, only people can be made to appreciate in value--by helping them to become more productive. Each person can learn how to get more done, with lower stress, using these powerful, sales time management tools and techniques.

Participants are introduced to a new way of approaching time and personal performance. Each person learns how to save time and increase output in every area of life. This session deals with both the techniques and practices as well as the philosophy and psychology of time management. The focus of the workshop is to address key challenges facing sales professional today, including managing priorities between servicing existing clients and selling new clients, territory management challenges and overall organizational skills.

*Most importantly, we are practicing new and better behaviors on the job. You have added "buying cycle" and "advance" to our vocabulary and our habits. Thank you for a job well done.*

Karl Berland, District Sales Manager  
Siemens Medical Solutions

