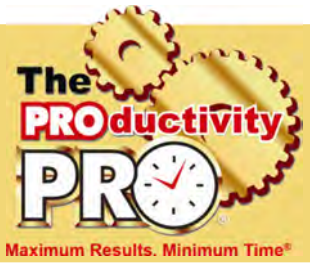


INCREASED PRODUCTIVITY = INCREASED SALES

How to Improve Results and Revenues



PROGRAM DESCRIPTION

The pressure on every aspect of a salesperson’s job has increased dramatically over the past few years. Customers are more sophisticated, more demanding, and harder to see. Really good salespeople are organized and manage their time well. However, most traditional sales training doesn’t focus on productivity, because many “old school” techniques have little application for the salesperson. This course offers salespeople innovative productivity strategies to reduce administrative inefficiency, boost results, and spend the majority of their time on the selling activity. “Outside” salespeople will actually get “outside,” rather than being stuck “inside” their offices staring at their computers all day. You’ll save at least an hour a day after spending a day with Laura!

COURSE OBJECTIVES

» Calculate exactly how much a month, week, day, hour, and minute of your time is worth.	» Create the perfect system for your personality, environment, travel status, and work situation.
» Create a system that integrates your in-house CRM, your email, your handheld, and your paperwork.	» Learn to process your paperwork quickly and get your hands on what you need quickly.
» Reduce effort: be more efficient, reduce keystrokes, and tighten up your processes.	» Work efficiently and get a lot accomplished while traveling.
» Track delegation, projects, tasks, and reminders with Outlook.	» Plan and schedule the night before, so you can hit the ground running.
» Discover the 3 critical principles and 6 components of an effective time management system, whether electronic, paper, or hybrid.	» Discover which tasks you should complete at specific times for maximum efficiency.
» Process and organize your email quickly and regularly empty your inbox. Know where to keep emails that need answers (hint: it’s not your inbox).	» Track your client communications, phone calls, conversations, and meeting results, and pull that information into your system.

© 2013 Laura Stack, MBA, CSP. All rights reserved.

The Productivity Pro, Inc., 9948 Cottoncreek Drive, Highlands Ranch, CO 80130

Phone: (303) 471-7401 📞 Web: <http://www.TheProductivityPro.com> 🌐 Email: Laura@TheProductivityPro.com