

Savvy time tips

Successful salespeople always have priorities and they diligently work on them. They relentlessly strive not to waste their time. They are especially good at keeping lists and really good at prioritizing items on their lists.

To use your time wisely, remember these action points.

- Plan everything
- Prioritize everything
- Do everything that's important
- Do everything that's important first
- Remember fifteen minutes is 1% of a day
- Doing is more important than thinking
- Finished is better than perfect
- Time is finite. When it's gone it's gone.

To keep yourself on track, periodically ask yourself the following questions:

Am I making the best use of my time right now?

Should I be working on something more important?

Do I feel in control of my time and my life?

Do I spend more time regretting things I've done or things I haven't done?

Have I taken the time to write on paper my life goals?

Do I have completion dates for all the priorities I have, especially closing big prospects?

What is my time perspective...past, present or future?

Can I succinctly describe the ten things that worry me the most?

If I knew I was going to die within six months, how important would each of the ten things on my list be?

What do I want inscribed on my tombstone?

Am I living my life so that the engraver won't be lying?

When it comes to paperwork, do I handle it only once?

When reading magazines and books, do I only read the articles and chapters that interest me?

Do I start with an outline before writing letters?

Do I use waiting time as a gift of time?

Can I say "no" without feeling guilty?

Remember this about time. "No one has enough time, yet everyone has all there is."