

# Time Management Skills for Sales Success

It's not just a matter of working harder or getting more done in the time available - it's critical to work smarter. New technology doesn't seem to replace the older systems it just adds to them, so it's more important than ever to manage your time for sales success. Salespeople get distracted, confused and stressed, and with all the change going on increasing sales and profitability isn't easy - new problems call for new responses. This program will provide your sales staff the skills to focus on activities that provide the results you want for success - they will get more of the right things done in the time available.

**Nothing is more frustrating than missing out on critical opportunities. Time management is about getting everything done that is important to get done. What interferes?**

- Lack of objectives, priorities or planning
- Crisis management, shifting priorities
- Interruptions

You *can* prevent most time management problems. This workshop will show you how.

**You will learn ways to...**

- Delegate effectively
- Develop self-discipline
- Organize activities
- Develop clear specific objectives that yield sales

If you're like most, you're being forced to handle more in less time. No one can afford the cost of failure. This seminar will give you the skills you need to create sales success.

**You and your people will learn powerful new ways to:**

- 1. Avoid the top time eaters.**  
Including the inability to say no, avoiding distractions, and crisis management.
- 2. Develop and maintain balance in your life.**  
Identifying the 9 elements of balance, their impact on sales, and filling your value cups.
- 3. Staying on track with customers.**  
Conducting effective meetings, developing relationships, and capitalizing on resources.



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