

Discover a Powerful Tool to Take Control of Your Time and Increase Your Sales

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Habit 3 of 7 Habits of Highly Effective People

- Put _____ Things First

Time Management Matrix

	Urgent	Not Urgent
Important	I	II
Not Important	III	IV

Time Management Matrix

	Urgent	Not Urgent
Important	<div>I</div> <ul style="list-style-type: none">• SALES• Sales Deadline	<div>II</div> <ul style="list-style-type: none">• Planning• Organizing• Build relationship
Not Important	<div>III</div> <ul style="list-style-type: none">• Interruptions• Mail, call, meeting	<div>IV</div> <ul style="list-style-type: none">• Pleasant activities•

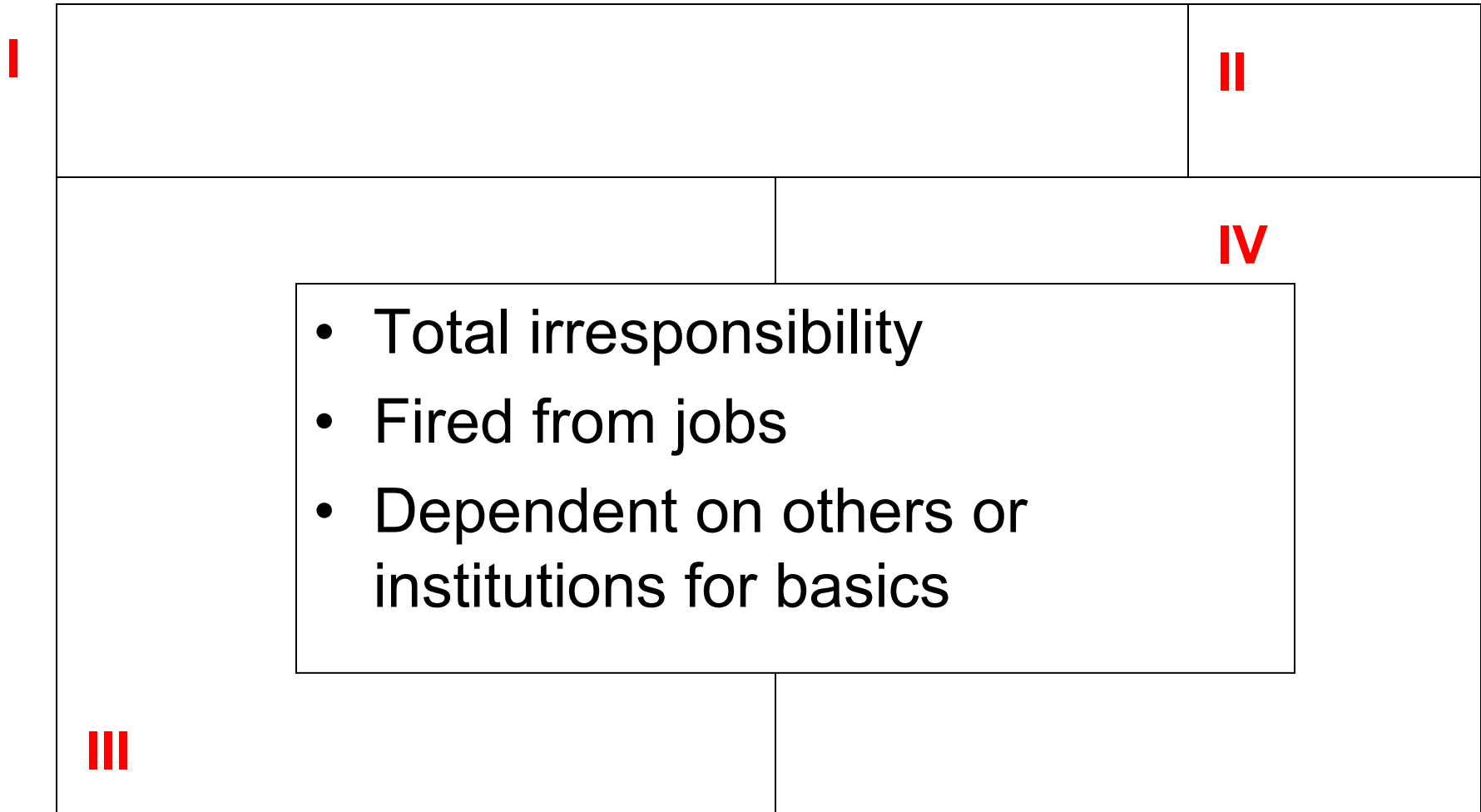
Results of X balance

I	<ul style="list-style-type: none">• Stress• Burnout• Crisis management• Always putting out fires	II
		IV
III		

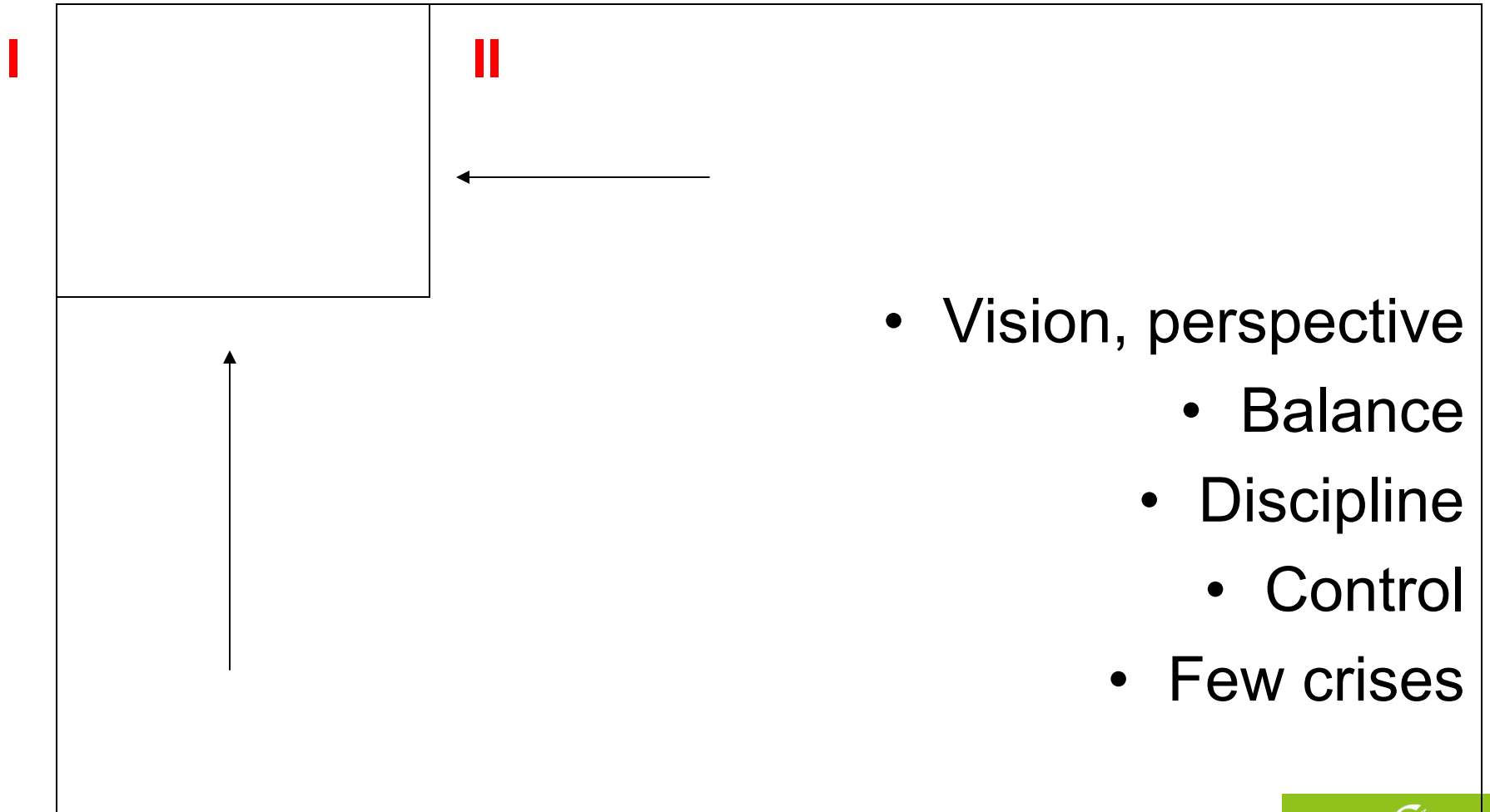
Results of X balance

I		II
	<ul style="list-style-type: none">• Short-term focus• Crisis management• Reputation-chameleon character• See goals and plans as worthless• Feel victimized, out of control• Shallow or broken relationship	IV
III		

Results of X balance



Results of X balance



What is Urgent and Important to Your Business?

www.myunittrust.com

The Powerful Tool

Prospecting

- My Market workbook as given during training

Weekly Sales Scorecard

WEEKLY SALES SCORECARD

Activities	Score	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Total Tally
		T	P	T	P	T	P	T	P	T	P	T	P	T	P	
Telephone Call	1															
Appointment Made	2															
Meeting in Person	2															
Cases Opened / Presentation	2															
Sale	3															
Referral Leads*	1															
Cold Leads#	1															
Servicing / Attend Training or Meeting	1															
Total Scores																

* Minimum 3 leads per day to qualify for minimum 3 points. Subsequent leads equal 1 point each.

Minimum 5 leads per day to qualify for minimum 5 points. Subsequent leads equal 1 point each.

T: Tally (Frequency of activities), P: Points.

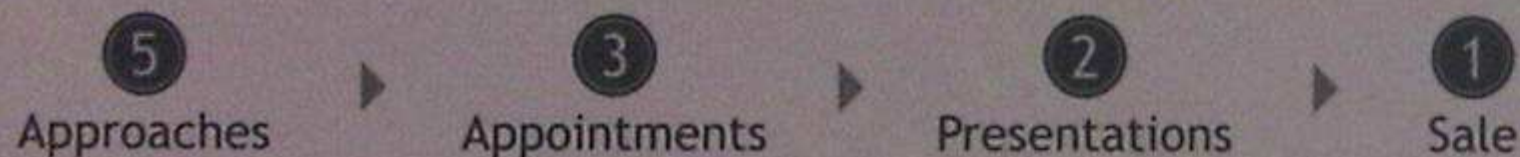
DEFINITIONS:

Telephone call	- Call made to prospect
Appointment made	- Appointment made from calls
Meeting in person	- Face to face approach with prospects with the aim to co
Cases opened/presentation	- Presentation is conducted with prospect
Sale	- Case closed

EFFECTIVENESS MEASUREMENT:

$$\text{Appointment Ratio} = \frac{\text{Appointment Made}}{\text{Telephone Calls}} \qquad \text{Closing Ratio} = \frac{\text{Sales}}{\text{Cases Opened / Pres}}$$

FORMULA FOR SUCCESS:



Only Knowledge in Action is Power

- Fill up the prospect list and the scorecard
- You must complete 40 points a-day for the scorecard