

## ValueSelling Essentials<sup>™</sup> Time and Productivity Management



Time is a resource. It is the scarcest resource that sales professionals have. The key to successful time management is understanding where and how your time should be invested. Sales executives who treat their time as a resource to be invested will outperform sales executives that waste time on low-value activities. The key to time management is having a strategy and also making conscious decisions on your time and where to invest it.

### TIME AND PRODUCTIVITY MANAGEMENT

As a salesperson, your time and effort will go toward getting new customers, keeping the ones you have, or dealing with internal administrative matters. The key to time and productivity management is having a strategy and also making conscious decisions on your time and where to invest it. In this course, you will learn strategies to categorize your activities relative to your goals, how to delegate appropriately and manage requests effectively. Other tactics covered are learning tools and techniques to effectively use voicemail and email and other forms of communication, and how to distinguish between types of interruptions. You will also learn how to spend your internal relationship-building time wisely, and why you need to understand your prospect's buying process.

#### COURSE OUTLINE:

- Self Assessment
- Introduction to Time and Productivity Management Tactics:
  - Part 1: Strategies
  - Part 2: Tools and Techniques
  - Part 3: Relationships and Understanding
- Practice Time and Productivity Management
- Knowledge Challenge

### WHAT IS VALUESSELLING ESSENTIALS<sup>™</sup>?

ValueSelling Essentials is a series of 10 e-learning courses, each 45 minutes in length, designed to build basic sales skills and increase win rates. The series utilizes the natural advantages of the latest technology to facilitate efficient and effective learning. The innovative e-learning instructional design engages sales professionals in courses that provide a memorable and compelling professional development experience. Using simulations to promote the highest level of interactivity with the participant, ValueSelling Essentials can be customized for large enterprises to tailor the look and feel of the series to the company's character. In addition, all the courses in the series can be adapted for specific uses.

ValueSelling Essentials is built to the highest standards and is Sharable Content Object Reference Model (SCORM) compliant. In addition, it is closed captioned for the hearing impaired.

The ValueSelling Essentials series of e-learning courses can be purchased in its entirety or by individual course. Each course includes tactics, techniques, simulations, and assessments to teach and refresh all of the skills necessary to succeed in any sales situation.

Because of the rich instructional design, the ValueSelling Essentials courses can be tailored to any company, language, or selling situation.

For more information, visit [www.valueselling.com](http://www.valueselling.com).