

## TPM Time & Productivity Management

**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.

**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

### eLearning with real-world relevance

**What are the benefits of writing prospect and customer notes with explicit details?** (Check all that apply)

- When you refer to your explicit notes, you can help your customer or prospect remember where you left off the conversation during the last contact
- Explicit notes allow you to be clear with customers and prospects about all their key issues and concerns and confirm next contact details
- Explicit notes confirm whether or not anything has changed since the last meeting or communication
- Explicit notes allow you to pick up your next conversation where you ended the last one
- Explicit notes allow you to accurately update management and colleagues on exactly where you are at in the selling process

[Check Your Answer](#)



TOOLS & TECHNIQUES

*Each course includes tactics, techniques, simulations, and assessments to teach and refresh all of the skills necessary to succeed in any sales situation.*

### Designed for adult learners

**DAY ONE:** Bill Knight is in his office seated behind a desk. Hailey knocks on the door and walks in.



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

## What is ValueSelling Essentials®?



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.

The ValueSelling Essentials series of e-learning courses can be purchased in its entirety or by individual course.

ValueSelling Essentials is built to the highest standards and is SCORM-compliant. In addition, it is closed-captioned for the hearing impaired.

For more information, visit <http://www.valueselling.com/our-solutions/valueselling-essentials.html>



is a series of 10 e-learning courses, each 45 minutes long, designed to build basic sales skills and increase win rates. The series utilizes the latest technology to facilitate efficient and effective adult learning.

### Communication Techniques

<b>PP</b> Persuasive Presentations	<b>TE</b> Telephone Effectiveness	<b>SW</b> Sales Writing	<b>IC</b> Interpersonal Communications
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### Client-Facing Skills

<b>CR</b> Customer Retention	<b>NEG</b> Negotiating	<b>PQ</b> Prospecting & Qualifying	<b>EXE</b> Selling to Executives
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### Productivity Skills

<b>TPM</b> Time & Productivity Management	<b>TS</b> Team Selling
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## About ValueSelling Associates

ValueSelling Associates, based in Rancho Santa Fe, CA, is the creator of the ValueSelling Framework®, the sales methodology preferred by sales executives around the globe. Since 1991, ValueSelling Associates has helped thousands of sales professionals increase their sales productivity. Offering customized training to FORTUNE 1000 companies, mid-sized businesses, to early stage startup organizations, ValueSelling Associates' proprietary sales training tools and consulting services deliver measurable results.

Clients turn to the experts at ValueSelling Associates for classroom and online training and consulting services that yield immediate impact, repeatable strategies, and sustainable results.

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The proven formula for accelerating sales results.