

<i>Time Management Tacker:</i>	Customer Selling Time									Development			In	
	Customer or Prospect Email	Prospecting	Current Customer Calls	New Business Sales Calls	Marketing Work	Call Preparation & Research	Issue Resolution	Generating Proposals	Phone Work	Training	Mentoring or Being Mentored	Internal Collaboration	Weekly Team Call	Call M
Monday	1													
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														
Sunday														
TOTAL TIME/ACTIVITY	1	0	0	0	0	0	0	0	0	0	0	0	0	
% OF TIME PER ACTIVITY	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

<i>VARIANCE TO PLAN</i>	Actual	Plan	Variance
Customer Selling Time	100%	70%	-30%
Development/Teamwork	0%	10%	10%
Meetings/Calls	0%	5%	5%
Admin	0%	15%	15%

Time Tracking Exercise Instructions:

- Select at 25% of the sales force that will participate
- Kickoff the study with a conference call
- Discuss findings each week and keep momentum going on a 30-45 minute weekly call
- Aggregate results and share with the sales force
- Prioritize selling time and high impact client facing activities
- Delegate, minimize, and offload low value activities



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Blog Post: <http://www.salesbenchmarkindex.com/bid/82652/4-Solutions-to-Maximize-Customer-Selling-Time>