

Time Management For Sales Success



**Created & Presented by:
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Revenue strategy and sales training for media companies.**

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**What drives
your daily
agenda? Email
or priorities?**

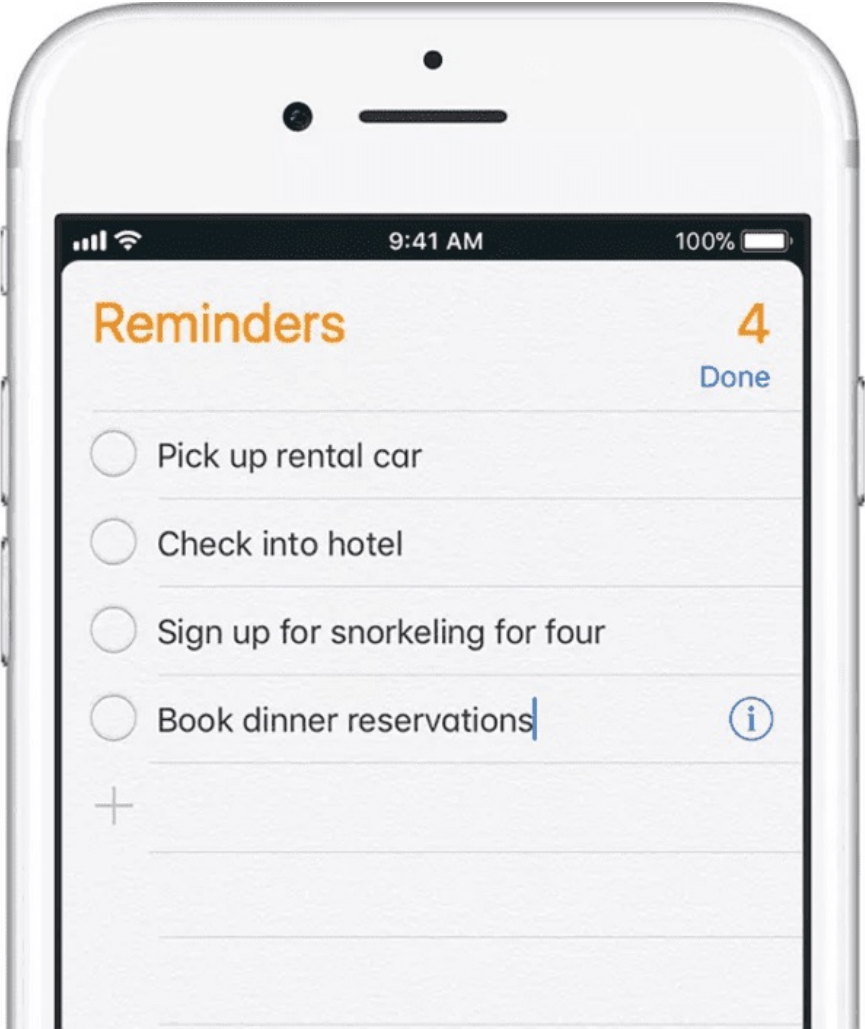


IDEA #1:

Prioritize

Ruthlessly





**You should start each day
with a session prioritizing
the tasks for that day.**

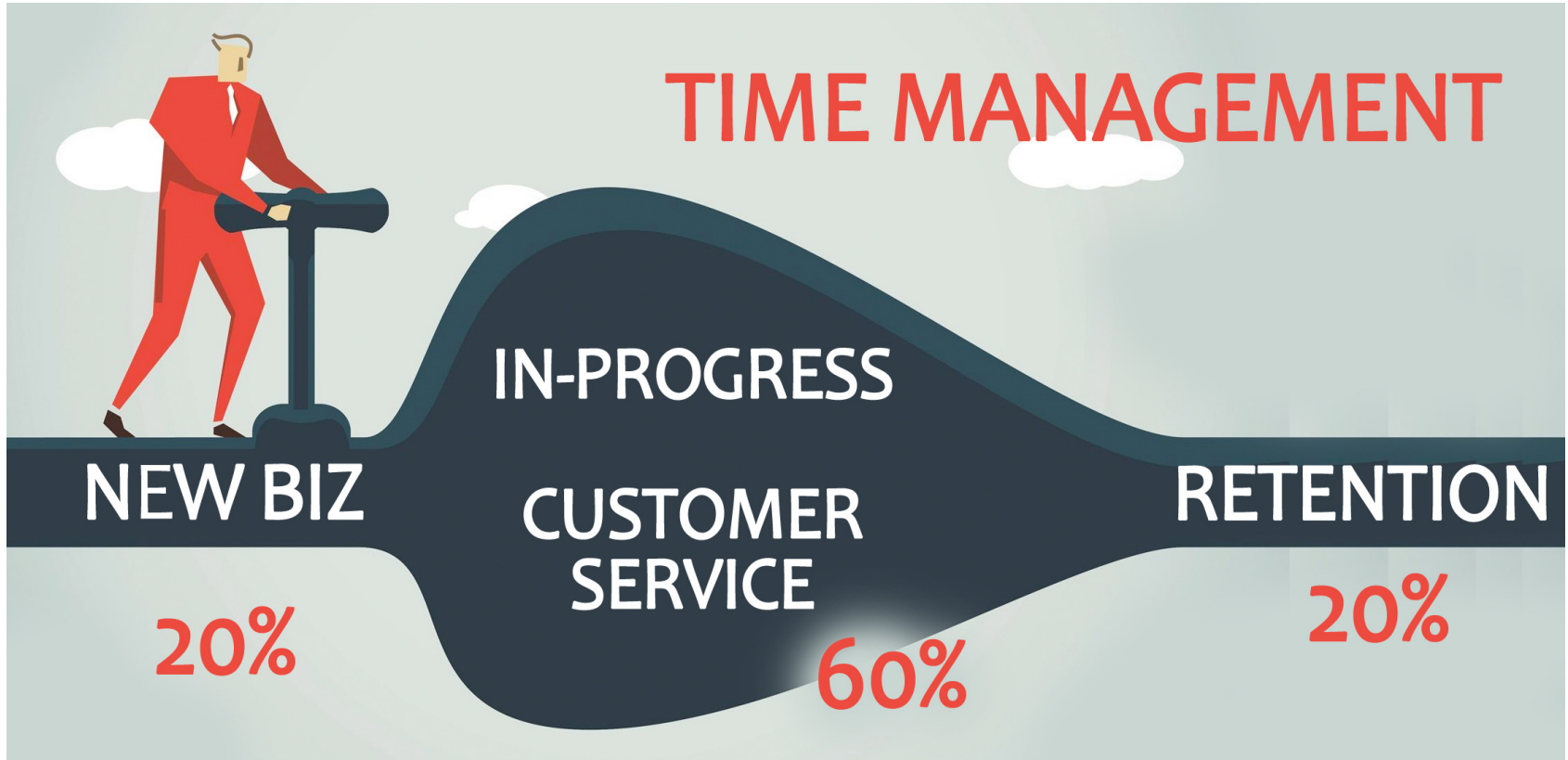


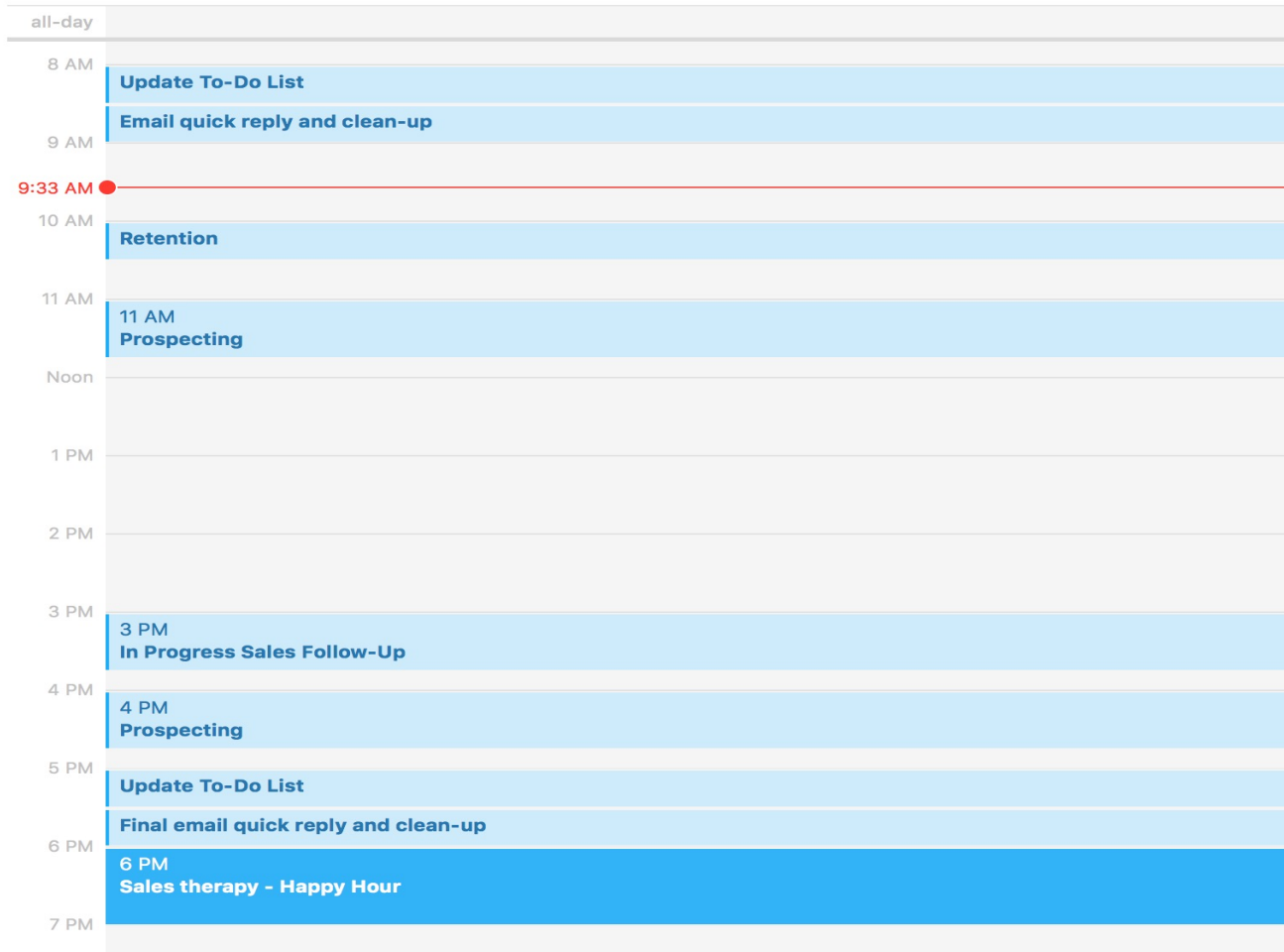
IDEA #2:

**Create Time
Blocks**



TIME MANAGEMENT





IDEA #3:

**Avoid Random
Patterns**



**Name 5 things in life that
happen randomly that are
good for you?**



1. Look for repeatable patterns of success.

2. Identify repeatable patterns of failure.

3. Always be looking.



IDEA #4:

Create Email Templates



**Never write an
email more than 2X
without creating a
template for it.**



**Then... use email
technology to your
advantage.**



Clipboard: Paste, Cut, Copy, Format Painter
Basic Text: Calibri (Box), 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbered, Indent, Decrease Indent, Increase Indent
Names: Address Book, Check Names
Include: Attach File, Attach Item, Signature
Tags: Follow Up, High Importance, Low Importance
Add-ins: Office Add-ins

Send

From: [redacted]@outlook.com

To: [input field]

Cc: [input field]

Subject: [input field]

[input field]

My Templates

I'll reply later
Heading to a meeting. I'll get back to you soon.

I'm running late
I'm running late.

Lunch?
Do you want to meet for lunch this afternoon?

[+ Template](#)



Untitled - Message (HTML)

FILE MESSAGE **INSERT** OPTIONS FORMAT TEXT REVIEW

Attach File Outlook Item Table Pictures Online Pictures Shapes Hyperlink Bookmark Text Box Drop Cap Equation Date & Time Symbol Quick Parts

Send From To Cc Subject

--
Diane Poremsky
[diane.poremsky@brainswellmedia.com](#)

General

Help

I offer training and one-on-one assistance. Current fee for training and assistance meetings is \$80 an hour, with a 30 minute minimum fee (\$40). I accept payment by credit card and PayPal. I'm currently using GoToMeeting for online meetings as it allows me to view your screen and give you control so I can see what you see and how you do things.

You can use the calendar at [ScheduleOnce](#) to select at least three times that work for you to get the ball rolling.

New QP

This is a new Quick part.

AutoText Save Selection to Quick Part Gallery...



Testing Canned Responses

Melissa Bandera (jellydesignstudio@gmail.com)

Testing Canned Responses

- Insert
 - Shop Feature
 - Product Feature
 - Test Reply
- Save
 - Shop Feature
 - Product Feature
 - Test Reply
 - New canned response...
- Delete
 - Shop Feature
 - Product Feature
 - Test Reply

Default to full-screen

Canned responses *

Label

Plain text mode

Print

Check spelling

Send

A | 📎 | 🗑️ | 💰 | 🖼️ | 🔄 | 😊 | 🗑️ * ▾





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IDEA #5: Turn off email pop-up and chime.



A 30 second interruption can cause you to take 2 minutes to re-engage.

20 interruptions per day can cause 40 minutes of lost time per day.

That is 174 hours per work year.

Source: [StatisticsBrain.com](https://www.statisticsbrain.com)



Priority 1 - Now

Priority 2 – Within 2 hours

**Priority 3 – Before
end of day**



IDEA #6:

**Schedule time
for client
research**



**Friday afternoon
from 3:30-5pm
personal R&D**

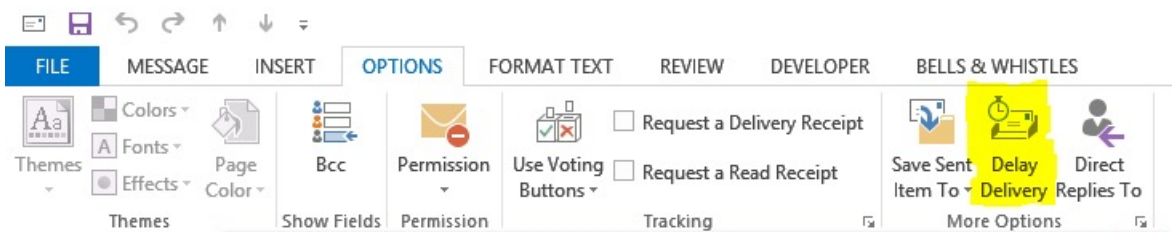


IDEA #7: Become a technology expert



**Know your CRM
inside and out.
Make it whirl!**





Properties

Settings

Importance: Normal
Sensitivity: Normal

Do not AutoArchive this item

Security

Change security settings for this message.
Security Settings...

Voting and Tracking options

Use voting buttons
 Request a delivery receipt for this message
 Request a read receipt for this message

Delivery options

Have replies sent to
 Do not deliver before: 11/22/2013 2:30 AM
 Expires after: None 12:00 AM
 Save copy of sent message

Contacts...
Categories: None

Close



XT-200

To Bob.jones@johndeerecorp.com

XT-200

Hi Bob. Before emailing you XT-200 in front of 17,000 minutes is all that I need.

Ryan

Ryan Dohrn
Citrus Industry News
800-927-2765

Deere. I have an idea that could put your feel this idea will be worth your time. 20 is? I promise not to waste your time.

Boomerang this:

- In 1 hour
- In 2 hours
- In 4 hours
- Tomorrow morning
- Tomorrow afternoon
- In 2 days
- In 4 days
- In 1 week
- In 2 weeks
- In 1 month

At a specific time:
Examples: "Monday 9am", "Dec 23"

6/26/2018 11:15 AM Confirm

Tue, Jun 26, 2018 11:15 AM

Send Later Boomerang this In 4 hours if no reply

Boomerang Responsible



IDEA #8:

**Create a process
for everything
that you do**



- 1. How do you handle sales leads?**
- 2. How do you reply to emails?**
- 3. How do you reply to meeting requests?**
- 4. When do you seek advice?**



IDEA #9:

**Set time limits
for everything
you do**



Increase your productivity by 150% by setting time limits!

Source: toggl.com



IDEA #10:

**Managing Up
and Around You!**



1. Meet with your manager in advance and TOGETHER set your time management goals.

2. People abusing your time is often about THEM not understanding your time management efforts.



- 1. Prioritize Ruthlessly**
- 2. Create Time Blocks**
- 3. Avoid Random Patterns**
- 4. Create templates**
- 5. Turn off email pop up/chime.**
- 6. Schedule time for research**
- 7. Become a technology expert**
- 8. Create a process for everything**
- 9. Set time limits for everything**
- 10. Manage Up & Around you**



IDEAS

into

A.C.T.I.O.N



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