



Learning Action Plan #2

The Five Week 'Time Management' Course

Your issue: “My sales people are struggling with too much to do and not enough time in which to do it. **Time management is a problem.**”

Our solution: The Five Week Time Management Course

(For a more comprehensive solution, visit LAP-16, The Four Month Time Management for Sales People Course)

1. Either:
 - a. Subscribe each of the sales people to the SRC, (This will allow each sales person to view the material on their own computers, on their own schedule, saving you and them time.)
 - or
 - b. Subscribe your office to the SRC, and bring everyone in to view the lessons as a group. (This is less expensive up front, but will cost you more in terms of travel time and time away from the field for the sales people. Note: Anyone providing their password and user name to someone else is a violation of our terms of service, and will result in immediate cancellation of the service.)
2. We recommend that you purchase a copy of “Ten Secrets of Time Management for Sales People” by Dave Kahle. Around \$10 each, this is the source of much of the content which follows. You can purchase it at <http://www.davekahle.com/10secrets.html>, or wherever books are sold.
3. There are a couple of options for your involvement.
 - a. You can be credentialed as a “learning manager” and then run a report each month to see what each sales person has done and how well they have done. This provides you oversight, and you can take what ever action is appropriate.
 - b. To be more hands-on in the learning experience, follow this sequence:
 1. At the end of the first and each following month, send them an email that says this:

As a result of interacting with the content on The Sales Resource Center you should have gotten some good ideas, and decided to implement one of them. Please share your “Precise Prescription” with me. Send it to me by return email by 8 AM Monday.

2. Review each sales person's Precise Prescription with them sometime during the following week. Ask each one:

How are you doing with?

What kind of results are you seeing?

Is there anything I can do to help you?

3. Recognize and reinforce positive changed behavior. If someone is successful in creating a positive result through the application of a Precise Prescription, have that person share that success story with the other sales people at your earliest convenience.

4. Assign them these lessons over the next five weeks:

Week One:

- a. Nugget N-206: Welcome to The Sales Resource Center™
- b. Nugget N203: How to Get the Most Out of the Sales Resource Center™
- c. Cluster CL-87: The Menta-Morphosis® Learning System
- d. Pod-21: Goal-Setting

Week Two:

- a. Pod-43: Get Organized!
- b. Nugget N-59

Week Three:

- a. Pod-55: The Kahle Way® B2B Selling System, Lesson Four
(The most powerful time management strategy for sales people.)
- b. Cluster CL-90: Measuring Potential

Week Four

- a. Pod -28: Strategic Planning for Sales People
- b. Cluster CL-91: Planning

Week Five

- a. Pod-27: Overcoming Time Wasters for Sales People
- b. Cluster CL-89: Time Management

5. As an option, you may want to also assign these, one a week for two more weeks:

Pod-56: How to plan for the penetration of key accounts

Pod-57: How to create a monthly plan.

6. When everyone has finished this series of learning units, move onto another Learning Action Plan.