

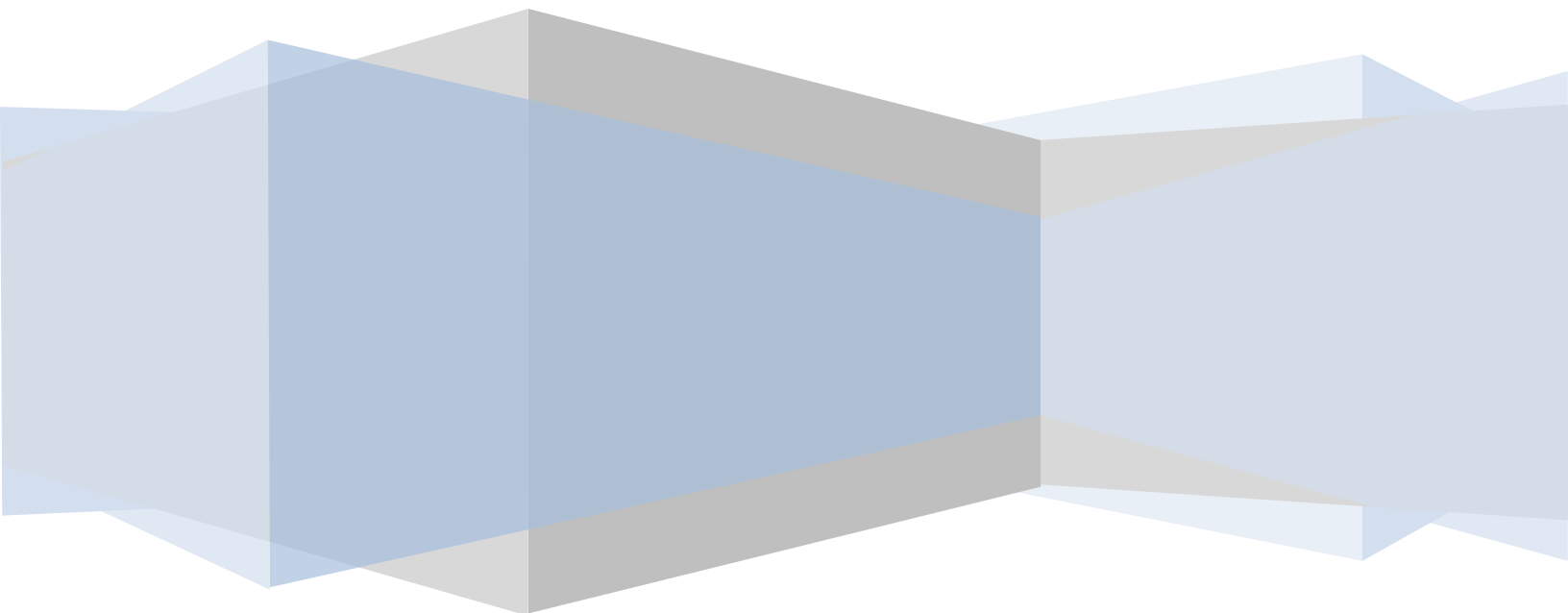
Sales Leadership Resources



# Time Management Practices Assessment Exercise

Increase Sales While Getting More Life Out of Your Time

Phil Faris





<b>Practice</b>	<b>Never 1 2 3 4 5 6 7 8 9 10 Always</b>	<b>Rating</b>
8. I spend the major portion of my selling and servicing time on those accounts with the biggest revenue or potential revenue.		_____
9. I have fill-in activities planned to absorb changes in the schedule.		_____
10. I plan personal time, as well as business activities.		_____
11. I avoid jumping from one task to another before completion.		_____
12. I demonstrate self-discipline.		_____
13. I avoid getting involved in idle conversation.		_____
14. I avoid feeling guilty about how time is spent.		_____
15. I design schedules around the most productive time for tasks.		_____
16. I regularly use my planner, calendar, cell phone, or laptop to structure my activities.		_____
17. I avoid procrastination.		_____
18. I use waiting time productively (e.g., listening to audios or CD's in car, reading etc.)		_____
19. I know when I am most effective, and I take advantage of it when scheduling.		_____
20. I avoid long coffee breaks, long lunches, and slow starts in the morning.		_____
21. I schedule a block of quiet time each week for thinking and planning.		_____
22. I complete tasks once started and do them right the first time.		_____
23. I set deadlines for major projects and activities.		_____

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24. I regularly ask the question, "What's the best use of my time right now?"		_____
25. I use a system for efficiently completing administrative and support activities.		_____
26. I keep my desk and work area organized and uncluttered.		_____
27. I have a place for everything.		_____
28. My paperwork is done during non-prime selling time.		_____
29. I keep only "A" priorities on the top of my desk.		_____
30. After sorting my paperwork, I handle each piece of paper only once.		_____
31. I regularly evaluate my travel schedule and ensure efficiency.		_____
32. I schedule appointments so that travel time is minimized.		_____
33. I use an assertive but professional approach to end phone calls and discussions.		_____
34. I am effective in avoiding phone tag.		_____
35. I keep crises from disrupting my schedule or limiting my ability to get the most important things done.		_____
36. When interruptions occur, I handle them efficiently and then I return to previous tasks.		_____
37. I build flexibility into my schedule to accommodate the unexpected.		_____
38. I attend only those meetings where my attendance is critical.		_____
39. I delegate all tasks that can and should be performed by others.		_____

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40. When I delegate a task, I give clear instructions including expected results, deadlines, consequences, and resources.		_____
41. I make sure the people to whom I delegate are both willing and able to perform a task before I delegate it.		_____
42. Whenever possible, I have automated my job to optimize my time and insure that my objectives are met.		_____
43. I use a yearly plan as a guide for detailing monthly and weekly plans.		_____
44. I visualize my day prior to leaving home.		_____
45. I know when and how to say “NO” without feeling guilty or offending those who ask.		_____
46. I have a clear profile of my ideal client.		_____
47. I sell to decision makers.		_____
48. I know the best times for contacting my ideal clients.		_____
49. I understand my client’s budget and buying process and use this knowledge to optimize my selling effort.		_____
50. I present the right solution, at the right price, to the right person, for the right reasons.		_____

**Part II. Summary of Strengths and Improvement Opportunities**

Review your Time Management Practices Assessment and identify your strengths in the space provided. These are the practices you rated highest (usually 7 or above). For each strength, describe how you can leverage it for better time mastery.

Example: Setting deadlines for major projects: Could be leveraged by doing it on smaller projects.

Then, review the Time Management Practices Assessment and identify your improvement opportunities in the space provided. These are the practices you rated lowest (usually 5 or below). For each improvement opportunity, describe how you can improve it.

Example: Not prioritizing activities. Can be improved by rating activities A, B and C, then start with As.

**Strengths**

**How can I leverage my strengths?**

**Improvement Opportunities**

**How can I improve?**

## ABOUT THE AUTHOR...



### Phil Faris

Phil Faris is a business development consultant, coach, speaker and author. He is president of Phil Faris Associates a firm that specializes in helping organizations hire, train, develop and retain the sales talent required to succeed in a competitive marketplace. Phil has developed a reputation as a "performance improvement doctor" for his ability to help organizations improve their financial health by diagnosing performance issues and then prescribing strategies that produce measurable results. He has worked in many key industries with a wide range of clients including: Amgen, Brunswick, Clarke, Dartnell, DeVry, Meredith, PIMCO, Shell Energy, TCI, Waste Management, Zimmer and others.

Phil brings a diverse array of hands on experience to every project having held leadership positions in training, human resources, marketing and sales. As a consultant he has worked in more than 20 industries and has designed and delivered over 80 customized sales, management and leadership training programs.

Phil is the author of the following books: *Hiring Winners*, *Building Customer Partnerships*, *50 Activities for Sales Training*, *How to Increase Sales Through Time Mastery*, and *Upping the Down Side*. He has also written numerous articles on sales, leadership and personal development.

He received his Bachelors and Masters degree from Truman State University in Special Education. His post graduate education includes studies in Guidance and Counseling, Business Administration and Human Resources Development.

Phil resides with his family in Barrington, Illinois

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