

# Practice Activity

## Plan Your Perfect Day



### Objective:

Help you plan an efficient and productive day by allocating typical sales tasks to the most appropriate times.

### Instructions:



#### **Review the Task List:**

Understand the typical tasks you need to complete in a day.



#### **Allocate Each Task to Morning, Afternoon, or Late Afternoon:**

Schedule your tasks based on your peak productivity times and the nature of each task.



#### **Reflect on Your Choices and Include Breaks:**

Ensure you have a balanced schedule that includes necessary breaks.

## Task List:s

<b>Prospecting Calls</b> Reaching out to potential clients to generate leads.	<b>Follow-up Emails</b> Sending emails to follow up with clients and prospects.	<b>Client Meetings</b> Engaging with clients in meetings to discuss their needs and solutions.	<b>Administrative Work</b> Handling paperwork, scheduling, and other administrative tasks.
<b>Lunch Break</b> Taking a break to recharge.	<b>Planning and Strategy</b> Setting goals, planning your activities, and strategizing your approach.	<b>Team Collaboration</b> Working with your team on projects and sharing information.	<b>Personal Development</b> Investing time in learning and improving your skills.

## Example Schedule:

<b>Morning</b> (8:00 AM - 12:00 PM)	<b>Afternoon</b> (12:00 PM - 3:00 PM)	<b>Late Afternoon</b> (3:00 PM - 5:00 PM)
Prospecting Calls  Planning and Strategy	Client Meetings  Follow-up Emails	Administrative Work  Personal Development

# Create Your Schedule:

Morning (8:00 AM - 12:00 PM)

## **Prospecting Calls:**

**Why:** Mornings are often the best time to reach clients when they are most receptive.

**Task 1:**

Not more than 300 characters

## **Planning and Strategy:**

**Why:** Planning your day early helps set a clear direction and priorities.

**Task 2:**

Not more than 300 characters

Afternoon (12:00 PM - 3:00 PM)

**Client Meetings:**

**Why:** Early afternoons are suitable for engaging with clients when both parties are alert but not rushed.

**Task 3:**

Not more than 300 characters

**Follow-up Emails:**

**Why:** Post-meeting follow-ups can be handled right after discussions to keep momentum.

**Task 4:**

Not more than 300 characters

Late Afternoon (3:00 PM - 5:00 PM)

**Administrative Work:**

**Why:** These tasks can be less demanding mentally and are suitable for the end of the day.

**Task 5:**

Not more than 300 characters

**Personal Development:**

**Why:** Use this time for self-improvement when you can reflect on the day's learning.

**Task 6:**

Not more than 300 characters

**When you're ready, return to the e-learning module to continue your learning journey.**