



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:

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

Example Schedule:

Morning (8:00 AM - 12:00 PM)	Afternoon (12:00 PM - 3:00 PM)	Late Afternoon (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:

Planning and Strategy:

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

Task 2:

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:

Follow-up Emails:

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

Task 4:

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:

Personal Development:

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

Task 6:

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