



Time Management

Help your agents create effective systems and good habits for efficient time management.

Use this checklist and calendar to map out and deliver outstanding sales meetings this month. Write meeting details, tasks, and deadlines on the calendar. Create a pro-active plan and delegate duties as needed.

Sales Meetings

- Set your meeting date(s)
- Create agendas for each meeting (management and agent)
 - Select a Learning Sprint
 - o [Increase Productivity With Time Blocking](#)
 - o [Find Freedom Through Systems](#)
 - o [Maximize Your Pop Bys](#)
 - o [Monthly Goal Setting](#)
 - o [Guest Speaker](#)
 - Choose a [Spark Your Business](#) idea to share
 - o Independence Day, July 4th (pop by)
 - o World Chocolate Day, July 7th (pop by)
 - o National Lottery Day, July 17th (pop by)
 - o Sponsor a Back-to-School Activity (community outreach)
 - Identify other items to include on your agenda
 - o Company Updates
 - o Marketing Updates
 - o Market Trends
 - o Sales Contest
- Customize your meeting [PowerPoint](#) presentation
- [Promote](#) your meeting
- Prepare to deliver

Sun	Mon	Tue	Wed	Thu	Fri	Sat
"People often complain about lack of time when the lack of direction is the real problem." <i>Zig Ziglar</i>						1
2	3	4 Independence Day	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

A Look Ahead

August: Technology

In August, we focus on embracing technology to improve business practices. Agents will learn how to streamline workflows, choose mobile apps that enhance their business, and demonstrate their commitment to innovation.