Ian Cartwright
SALES COACHING

Time Management

Long traditional 'To Do' lists where all activities are usually listed one after the other with priorities assigned can seem intimating. There are time management quadrants already used in the business world, but they take some understanding.
The Time Square is a simple tool that allows you to group your daily activities into lists; thereby providing a prioritised list of what needs doing.

HOW TO USE THE TIME SQUARE

At the start of each day group the tasks you need to complete as follows:

TIME SQUARE©

Revenue:	Opportunities:
•	•
•	•
•	•
Admin:	Planning:
•	•
•	•
•	•

Revenue:

Do these first, tasks that need to be completed to ensure revenue. e.g.

- Complete billing details for XYZ project
- Get new contract signed
- Chase deposit for new project

Opportunities:

Do these second, tasks that need to be competed to progress current Opportunities towards Revenue. e.g.

- Submit proposal to ABC company
- Call DEF company re decision on last week's proposal
- Follow up new tender release dates from 123 company

Planning:

Do these third, tasks necessary to identify the next opportunities. e.g.

- Book accommodation for client visits
- Call XYZ company to schedule introductory meeting
- Complete review of potential new market segment

Admin:

Do these last, non-revenue tasks that are necessary for company functionality e.g.

- Complete expense form
- Organise social club activity
- Complete online learning module

At the end of the day transpose what hasn't been completed onto tomorrows sheet, tear off todays sheet and celebrate what you have achieved!

The Time Square is yours to try, give it a go and see if it works for you!

If you'd like to order some pre-printed pads email hello@iancartwright.co.nz

These also make great mouse pads and give you a doodle space!

www.iancartwright.co.nz