

**ACTIVITY SUMMARY:**

Put the date on your calendar. (Note: this can be done for two hours each week instead.)

**10 Success Tactics to Better Prospecting Calls**

1 Always stand up. You are more engaged with a caller when you’re standing. You have more energy, and you’re more alert.

2 Put a mirror on your desk. Just looking at yourself before you call can bring a smile to your face. Remember, a smile can be heard over the phone—as can a frown.

3 Book a time during the day to make your calls. If you make an appointment with yourself, you’ll be less likely to procrastinate.

4 Read a joke every day. You can subscribe to websites that will send you a joke every day, or you can read them in the newspaper or buy a book. Read a few before you pick up the phone. A smile is contagious, and helps you project confidence and charisma with your prospects.

5 Make sure you’re in a quiet area when making calls. Limit your distractions. Keep focused on the task at hand. Each call you make will get better and better.

Read the book the other 5 success tactics…

Step 1-Lead Management

26-28

Complete Activity

Get it done.

How did you do?

How do you currently define the keys to sales success?

How would you change your definition based on what you know now?

Plan to focus on the keys to sales success important to you

READ

PLAN YOUR SALES ACTIVITY

TAKE ACTION

 TRACK YOUR PROGRESS

Block off 1 day per month to build your prospecting or call list.

Activity 5



**Building Your List**

Fill in the calendar dates over the next 3 months. The dates and times represent your commitment to building a prospect list. If you are taking 2 hours every week, note the times of the day that you will be doing this. Book these dates in your electronic calendar. Don’t miss your appointment with yourself!

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| **Month** | **Date** | **Time** | **Completed** | **Month** | **Date** | **Time** | **Completed** |
| January: | **-** | **-** | **-** | July: | **-** | **-** | **-** |
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| February: | **-** | **-** | **-** | August: | **-** | **-** | **-** |
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| March: | **-** | **-** | **-** | September: | **-** | **-** | **-** |
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| April: | **-** | **-** | **-** | October: | **-** | **-** | **-** |
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| May: | **-** | **-** | **-** | November: | **-** | **-** | **-** |
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| June: | **-** | **-** | **-** | December: | **-** | **-** | **-** |
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Please note that this Activity must also include the **‘Completed’** section **at the end of the 90 days of the program.** However, for this week, please note the dates you have committed over the next 90 days.