

PURPOSE: Planning is key to success in sales. Use this template to plan your weekly schedule and ensure your activities are proactive, and your time is productively allocated.

There are approximately 2000 working hours, and 1200 selling hours in a year. How will you allocate your sale activities to maximize your working and selling hours?

INSTRUCTIONS: Complete the following table with your each sales activity, and time spent to to plan your time best.

Watch this video for "6 Steps to Planning Your Sales Week".

ACTIVITY	CURRENT # OF HOURS & TIME %		IDEAL # OF HOURS & TIME %	
Account Management/Meet with existing clients	hrs.	%	hrs.	%
New Business Development/Prospecting	hrs.	%	hrs.	%
Planning and Analysis	hrs.	%	hrs.	%
Administration and Paperwork	hrs.	%	hrs.	%
Travel Time	hrs.	%	hrs.	%
What else?	hrs.	%	hrs.	%
What else?	hrs.	%	hrs.	%

Need Tips to Improve your Sales Planning? Read this article.