



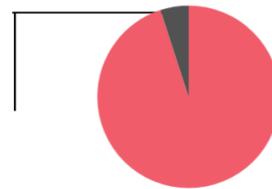
How to increase your productivity

1. CUTTING TIME SPENT ON EMAILS



It takes, on average, 23 minutes and 51 seconds to get back to full flow after being interrupted.

2. NO UNNECESSARY MEETINGS



95% of meetings are uncalled for and can be solved with a quick email.

3. FOCUS, DO NOT MULTITASK



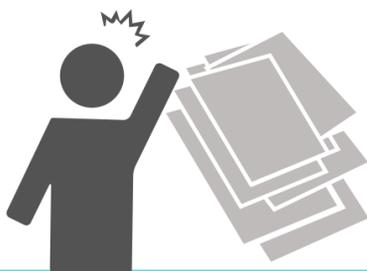
Try out Pomodoro technique. Set the timer on 15-20 minutes, focus to finish the task and then take a 5-minute break. It really works!

4. GET OFF WORK ON TIME



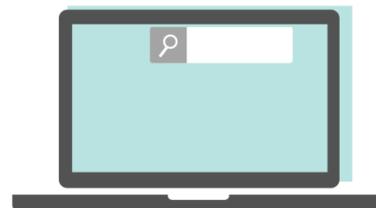
Reducing working hours and focusing on work/life balance considerably improves productivity.

5. DO FEWER THINGS



Saying "yes" to most things can be a huge threat to our productivity.

6. USE THE RIGHT SOFTWARE



People build software to automate tasks, improve workflows and multiply output with limited resources

HOW TO BE MORE SALES SAVVY

"Selling" is not the same as "talking". In fact, most effective salespeople know that their job is all about listening – Roy Bartell

Looking for advice to kick-start your sales force? In this month's InfoPays, we are sharing 6 tips for becoming more sales savvy:

1. Don't sell, build relationships.

Today's buyers are savvy and independent. They have access to so much information that they almost always prefer to research products on their own rather than listen to long-winded sales pitches. This is where relationship-based selling can make a sales person a valuable asset. Show clients that you are not all about your commissions but rather give genuine advice and demonstrate care and attention to help you build trust in the process.

2. Set goals.

Goal-setting is of great importance for any sales professional. Set out targets for every month, quarter, and for the year and make sure to stay on top of them. A few questions to ask yourself:

- What types of clients do you want to engage with?
- How much revenue do you want to secure?
- What are your goals for yourself, your business and your life?

3. Take action.

In life, but especially in sales, progress rarely happens

without concrete, deliberate action. A sales person's life is not about rifling through "to-do" lists, but about going out and making business happen.

4. Ask great questions.

Great sales people ask great questions, and great questions come from a mindset of genuine interest in the client, their business, and their life. Do an audit of your questioning style, skills, and habits as well as plan and design some new techniques to try.

5. Listen.

Now that you are ready to ask some great questions, you need to be ready to LISTEN. Listen to what your clients say, and listen for the subtext, the things that are important to them but that they might not have stated explicitly. Listen without an agenda. The objective of listening is to understand your client's needs and their unique perspective.

6. Ask – don't pitch.

"Pitch" is perhaps the most misleading word in sales. Think about it: in baseball it means to throw, fling, hurl, or toss – certainly not the most convincing strategy to close a sale! You shouldn't talk solutions until you know what a client wants and needs and why. Ask and listen – don't pitch.



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