

To-don't

Decide what NOT to do

Track your time

Update your client list regularly



Prioritize

Higher importance and value = more focus and energy

Use preferred suppliers

Focus on most popular products

Invest in quality supplies and software

Dedicate time to repeat customers and aim for repeat business (i.e. calendars!)

JUNE 2016

UN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4	
			Know your client's busiest seasons and schedule your calls around them				
5	6	7	8	9	10	11	

Give big projects a time cushion

Educate yourself

Know your client's busiest seasons and schedule your calls around them

Schedule

Learn how and when to close your door!

Batch

Group for efficiency!

Have a big release? A new exciting product? Skip the individual cold calls and schedule an open house and invite established customers and promising potentials alike!

