[Busy People Make Time!](http://www.thejfblogit.co.uk/2011/06/01/busy-people-make-time/)

You know, one of the distinguishing characteristics of the most successful salespeople you know is to get things done: Have you noticed that they always seem to have time – they make time - for you; for colleagues; for family and friends; for relaxation … So how do they do it?

Here are **twenty essential questions** you should get used to asking yourself about your daily time planning:

• Did I accomplish all of my high-priority goals?

• Did I reach or surpass all of my other goals?

• Did I invest as much time as I planned in persuading others?

• Did I contact every prospect that was on my list today? If not, why not? What prevented me?

• How much time did I spend prospecting for new clients?

• How much time did I waste procrastinating today?

• What is the most productive thing I did today?

• What is the least productive thing I did today?

• Of the things I consider a waste of time; could I have avoided them or eliminated them?

• How much did I spend doing something that will profit me? Can I devote more time here?

• Was today a productive day for me? For my company?

• Did I take care of all the paperwork I needed to care of?

• How many of today’s activities have helped me achieve my goals?

• How much time did I allocate to my family, friends, etc.?

• What can I do to improve the quality time I need to spend with my family/friends, etc.?

• How much time did I allocate to me?

• If I could live today again, what would I change?

• What did I do today that I feel really good about?

• Did I send ‘thank you’ notes to the people who gave me business and to those who helped me secure that business?

• What or who wasted the greatest amount of any time?

Finally, And In Summary, Here Are Ten Common Time Traps to Be Avoided

• Desperately seeking what should not be lost – Become more organized

• Failure to do the job right the first time – Work to ‘Right First Time’ principles

• Procrastination – Get to the point

• Unnecessary or unnecessarily long telephone calls – Be succinct

• Unnecessary or unnecessarily long meetings – Be rigorous

• Check lunches that last for two or more hours – Be honest

• Negative thinking – Be positive

• Travelling time – plan

• Unconfirmed appointments – Be realistic

• Laziness – Be diligent – Productivity = Results

Remember:

The most important word in time and self-management is………**NO!**

**I made the time today to share these tips with you, will you make the time to analyze how you can become more efficient?**