SALESPEOPLE / SALES PROFESSIONALS

As a salesperson, you should treat your job like you would your own business - because it is. Make use of your time and prioritize your day. You are paid to sell, so make effective use of anything that will help you sell more.

"You can only get what you want if you help enough others get what they want." - Zig Ziglar

COMPONENT	DATE	✔
Take 15 to 20 minutes to review your Daily Gameplan planner Explanations of each component can be viewed on pages 2 and 3 of the planner as well as on each yellow tab. You may also view samples and videos on our Learning Center at DailyGameplan.com.	ASAP	☐
When you first arrive at the dealership, review all of your prospects in the Prospect Files of your Daily Gameplan. Your priority is to find the prospects that are closest to buying. Meet with your sales manager and find as many options as possible to set as many appointments as possible.	Daily	☐
Prospects offer the best opportunity to sell. Show these prospects your sincere appreciation by sending a hand-written thank you card immediately after their first visit. Then work diligently to find ways of getting them back into the dealership.	Daily	☐
At the end of your shift, record all prospect and customer information into your sales planner or Daily Gameplan Online. Record everyone's information before you leave for the day.	Daily	☐
Introduce your prospects to your sales manager before they leave (if possible). Part of a manager's job is to make deals happen - even if it seems that the prospect is just kicking tires. If he or she is able to close the deal, it will only add money to your pocket.	Daily	☐
At the end of each month, tally up your sales statistics from Tab 1 in your sales planner. Then meet with your sales manager to discuss your numbers. Fill out the Reality Check on the planner's back page to get a snapshot of where you are in relation to your goals.	End of Month	☐
When next month's planner arrives, set your activities and sales goals on Tab 1. You can also track your progress on the charts on Tab 2.	Start of Month	☐