

**FURTHER LEARNING AIDS FOR SUPER SELLING AND
CUSTOMER MARKETING SKILLS ONLINE COURSE**

module two

**3 KEYS TO BECOME AN EFFECTIVE AND
PRODUCTIVE SALESPERSON**



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LESSON 1: STATE MANAGEMENT



PHYSIOLOGY; Going forward, what exercise routines would you adopt to maintain your energy levels?

ACTIVITY	ACTION PLAN
E.g Skipping	150-200 steps daily (Morning)
Register at a gym	Three times a week after work

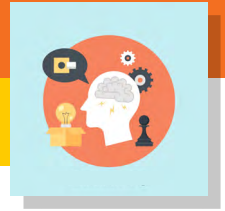
BIOCHEMISTRY; What little diet routines would you adopt into your life going forward?

DIET	ACTION PLAN
E.g Fruit salad	Include portions of fruits into my breakfast every day.
Avoid eating late lunch	Make an arrangement for automatic food delivery before lunch hour.

This should be your daily routine, however some days might be missed due to unforeseen circumstances.

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LESSON 2: MIND MANAGEMENT



Excuses are valid reasons for a poor result.

What are the excuses you have given about your results till now?

CURRENT CHALLENGES	SOLUTION TO OVERCOME EXCUSE
E.g No car to visit clients	Take a cab

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LESSON 3: TIME MANAGEMENT FOR SALESPEOPLE



TASKS/TO-DO LIST GUIDE

You can't have time for everything, but you only have time for things that are important to you.

LOOKING THROUGH YOUR DAILY ACTIVITIES, PRIORITIZE.

At the beginning of each day, write down your daily tasks.

Prioritize them using the ABCDE formula.

Fill in your daily tasks and tick accordingly.

DAILY TASKS	MUST DO A	SHOULD DO B	NICE TO DO C	DELEGATE D	ELIMINATE E

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