

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

Bonus Template

TARGET ACHIEVEMENT GUIDE



ULTRAVANTAGE
Sales. Culture. Transformation

TARGET ACHIEVEMENT GUIDE

Personal strategic planning is the bed rock of successful target attainment. Sales targets not mapped out and achieved on paper don't get achieved in reality. The Target Achievement Guide helps give a clear road map to sales goal attainment.

The first step to achieving your sales target is understanding what you need to do to achieve it.

In the table below, fill as instructed to understand what you need to achieve your goals.

PARAMETERS	SAMPLE	FILL
Your Target?	N20 million	
Timeframe/ Duration To Achieve Target?	4 weeks / 20 working days	
Cost Per Product/ Service?	N1million	
Units Required To Achieve Overall Target?	20	
Daily Target To Achieve Overall Target?	N1million	
Units Required To Be Sold Daily?	1	

PARAMETERS	SAMPLE	FILL
Units Required To Be Sold Weekly?	5	
Conversation Ratio? (Based on past experience; number of clients connected with vs clients who bought)	1:5	
Number Of Clients To Speak To Daily?	10	
Number Of Clients To Speak To Weekly?	50	
Number Of Clients To Speak To Monthly?	200	

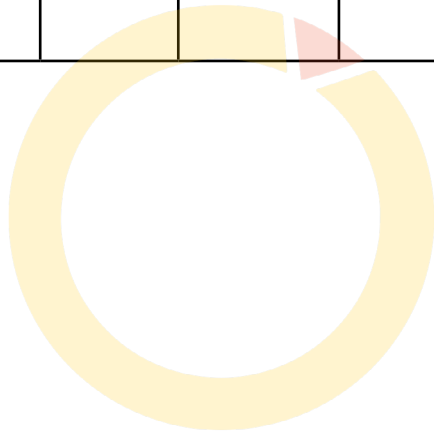
ULTRAVANTAGE

Sales. Culture. Transformation

Prospects required to achieve target (a prospect list is to be generated by the team on a weekly basis). Here is a simple basic template.

S/NO	FULL NAME	PHONE NUMBER	TITLE	APPOINTMENT	PRODUCT(S)
1	Mr. X AB	070xxxxxx	CEO AA COMPANY	Tuesday 9am	Full home appliance set
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

S/NO	FULL NAME	PHONE NUMBER	TITLE	APPOINTMENT	PRODUCT(S)
15					
16					
17					
18					
19					
20					



ULTRAVANTAGE
Sales. Culture. Transformation