

Sales Team Weekly Prep

For each call or meeting work through the questions below and send your manager an email with answers to questions you feel appropriate to this week's discussion.

As an exercise, this shouldn't take more than 10 minutes to complete.

You don't have to stretch it out pointlessly just to have something to say – focus on the parts of this that are important to you right now.

1. Achievements

What have you achieved since our last call? (wins, insights, improvements, professional successes)

What you most proud of this week?

2. I want to spend my time with you this week discussing.....

List what you want to talk about - specific and measurable targets, strategy, a skill you'd like to develop, changes you want to discuss (within our organisation or outside), something that you want guidance or advice on

3. Accountability.....

On a scale of 1 to 10 (where 10 equals exceptional) how would you rate your performance this week?

What did you say you would do this week, but haven't?

Where could have demonstrated more ownership of your role?

4. Opportunities

What opportunities are available to you right now?

5. Challenges

What's stopping you from succeeding right now?

6. Commitments

What do you want to commit to before our next call / meeting?

7. Moving Forward

What do you want to commit to before our next call / meeting?

Are we concentrating on the right tasks or strategy?

If not what's wrong, what should we change?

What can I do to help?

8. Improvement

Is there a specific client, situation, opportunity or problem that you would like some direct coaching or training on at the earliest convenience?

Give a selection of dates and times that would be best for you...

9. Anything Else?