



Tips and Tricks to

**BOOST YOUR
MARKETING AND
SALES
PRODUCTIVITY**

CHECKLIST

MARTINE ALPHONSE

Tips and Tricks to Boost Your Marketing and Sales Productivity Checklist

This checklist covers everything needed to boost productivity. Check each completed step.

Strategies to Boost Productivity

- Understand where you are wasting time.
- You wake up earlier.
- You are laser focused on important tasks.
- You've done away with distractions taking away your concentration.
- You are using time blocks on your calendar focusing on one task at a time.
- Multitasking is not a part of your daily activity.
- You have created routines that work for you.
- You are exercising daily.
- You are focusing on what motivates you. You know your why.
- Your to-do list is optimized with important tasks.
- You've eliminated administrative tasks.
- You are communicating clearly with others involved in your project.
- You're making use of templates to save time.
- You repurpose content in several ways.
- Breaks are built into your day.
- You streamlined your email time.
- You are using time management software to track time.
- You set up systems and process for mundane and repetitive tasks.
- Attack the most important tasks first thing each day.

Boost Your Marketing and Sales Productivity

- Focus on the small steps.
- Get plenty of rest.
- Schedule social media time.
- Delegate when you need help. Get a coach or mentor when needed.
- Set realistic goals.
- Prepare the night before.
- I automate certain tasks.

Bonus Productivity Tips

- I use keyboard shortcuts.
- I organized my computer with folders.
- I am realistic about how I use my time.

Tools for Better Productivity

- You have found tools to do market research easily.
- I installed and use project planning software.
- I know how to use task management software.
- I am using the right productivity tools for my needs.
- Improve your schedule by implementing social media management tools.
- I use time and habit tracking software to keep track of where you are wasting time.
- I use content and copywriting creation tools to create good content.
- I use have installed tools to help me stay focused.
- I implemented scheduling tools for both client scheduling and scheduling emails.

Boost Your Marketing and Sales Productivity

- I have a password assistant to keep track of passwords.
- I use an email management program to take care of email.

Use this checklist to keep track of your productivity.