

RIISING WOMEN NETWORK

*Tips and Tricks to  
Boost Your Marketing  
and Sales Productivity*

**WORKSHEET**



This course is created by [RisingWomenNetwork.com](https://RisingWomenNetwork.com)

## Tips and Tricks to Boost Your Marketing and Sales Productivity Worksheet

As business owners we all want to boost our marketing and sales productivity so we can get more done and make a profit. Use this worksheet to see where you can improve on.

### Spending Time

What tasks are you doing on a daily, a weekly, and a monthly basis?

_____	_____
_____	_____
_____	_____

Which ones can only you do?

_____	_____
_____	_____
_____	_____

Which ones are repetitive?

_____	_____
_____	_____
_____	_____

### Strategies to Boost Productivity

How are you spending your morning? Do you have a specific routine? Does it include exercise, healthy food, reading and preparing for the day?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

What are you focusing on? Is it money tasks? Growth tasks?

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How do you handle distractions?

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Are you multitasking? What can you do become focused on one task?

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Are you using a calendar management program? Using Time blocks? Pomodoro Technique?

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## Boost Your Marketing and Sales Productivity

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Are you implementing templates, processes, and systems to the best advantage? Where can you streamline even more?

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Are you using email and social media services to cut back on time spent on these services?

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Where can you outsource, delegate, or automate tasks?

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Do you have realistic goals? Can you break them down into smaller tasks?

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Is your computer organized? Your office clutter free? Your space comfortable to work in?

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