



# Sales Mastery Series WITH TOM HOPKINS

## Goal Setting and Time Management

### I. How to achieve your goals

A. The common denominator with most successful people is that they have their goals \_\_\_\_\_.

1. They must be \_\_\_\_\_.
2. They must be \_\_\_\_\_.
3. They must be \_\_\_\_\_.
4. They must be \_\_\_\_\_.

B. Your written goals generate \_\_\_\_\_.

C. Your written goals should answer three questions:

- 1.
- 2.
- 3.

D. Areas in which to set goals:

1. Family goals
2. Personal goals

## **Income Goal**

a. Financial/career

b.

c.

d.

E. Types of goals:

1.

2.

Financial independence is living comfortably at a given date and time off the monthly income generated from your net worth.

## **II. Time planning**

A. Why is it so important?

1.

2.

3.

4.

Income Goal

# of Sales

# of Presentations

# of Contacts

Year Week Month Day

B. What are some ways of saving and properly investing time?

- 1.
- 2.
3. Live by the word "Commitment."

**I MUST DO THE MOST PRODUCTIVE THING  
POSSIBLE AT EVERY GIVEN MOMENT.**

C. How you can manage your time more effectively.  
The \$25,000 idea!

Every night, review your time planner for today. Then, write down the six most important things you must do the next day.

D. Getting and keeping enthusiasm

- 1.
- 2.
- 3.
- 4.
- 5.

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