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## Productivity Audit

**How much time am I spending each week prospecting?**

**What % of my sales time is this?**

**Is this enough to maintain my pipeline at the level needed to hit quota?**

**How many pipeline deals do I need to have at all times to hit my quota? (4x or 5x? – do your sales math to find out)**

**How many hours a week am I spending in meetings? (shouldn't be more than 5 hrs.)**

**What % of deals in my pipeline have a FIRM follow up appt. with an agenda? (should be 100%)**

**What are the tasks that have a direct correlation to me hitting my quota?**

**Are these activities time-blocked in my calendar?**

**Who is my accountability partner?**