



What are Ten Time Saving Tips for Placing Calls? (7-14)

Time Saving Tips for Placing Calls

1. Utilize a headset for multi-tasking (doing multiple tasks at once) and more comfort.
2. If you get voice mail, leave a message if you are returning a person's call so that they know you called – If you are calling for the first time making an introductory sales call, feel free to leave a voice mail introducing yourself, the nature of your call, your phone number, and the fact that you are sending them some information (share, mail, and/or email). When you call again to follow up with your voice mail and the information you sent them, do not leave another voice mail. You want to talk to them over the phone – Keep calling until you get a hold of them.
3. Place calls early in the morning if they require some action to be taken later that day.
4. Time your calls to track how much time you spend on the phone.
5. Schedule important calls in your daily calendar, like any other business meeting.
6. Don't spend too much time socializing; the person you are calling may be politely waiting to get back to his or her own work.
7. Set up your communication systems (computer, cell, phone, etc.) where you are not limited by room in your home, office, and when you travel.
8. Keep a record of the best times to call frequently called business associates.
9. Use call forwarding and speed dialing.
10. Make a schedule for prospecting.

You only have 24 hours per day! Work Smart!

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