

Overview

This module introduces calendar management and billable hours – helping you to build your mindset around your most important asset: your time. It also features two of the most powerful beliefs videos in the program (you can't see enough!), reminding you of the impact of the work that you do every single day.

Facilitator Pre-Work

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It is critically important that you carve out 20-30 min. of time prior to leading a Launch session to do the following:

- 1) Review the Guide below.
- 2) Watch the videos from the PRIOR MODULE (so you are prepared to lead the Homework Debrief), as well as the videos from THIS MODULE.



This module is
focused on Beliefs.

Review

Review Homework from Previous Module

Ask for 3 volunteers to come forward.

- Ask the first to share their Dial to Reach ratio, and if it's <20%, ask what they are working on to improve. Solicit input from the group, if needed.
- Ask the next person to share their Reached to Made ratio, and if it is <50%, again – ask them to share what they are doing to improve that number.
- Finally, have the 3rd person role play the nomination portion of their prospecting language. When they finish, play Jim's language to compare and contrast (Module 8 – Master Your Language; start at 1:36).

Watch

Watch the FIRST 3 Module 19 Videos (approx. 7 min. total)

- 1) Calendar Management 101
- 2) Billable Hours
- 3) What Is A Billable Hour?

Discuss

Questions/Topics to Create Discussion/Dialogue

- Ask the group to think about the prior workday and calculate their billable hour rate. Remind them that this is simply their starting point – what's important is what they do from this point to continuously improve that number.
- Discuss what gets in the way – what are the greatest "time suckers" in their day? How can they work to minimize the time spent in those activities and replace it with time spent in a billable hour?
- Share how you structure your calendar in order to ensure you are in control of your calendar, not vice versa. Share mistakes you made in the past that you learned from or the areas you are currently working to improve to demonstrate a mindset of "progress vs. perfection."

Watch

Watch the LAST 2 Module 19 Videos (approx. 4 min. total)

- 1) Beliefs on the Career
- 2) The Role of the Rep

Explain that you are ending today with two powerful videos that are designed to remind them of the impact of the work they do every day.

Assign

Assign Homework

- 1) Calculate your billable hours each day in the coming week, and be prepared to share your % along with ONE THING you are focused on to improve your %.



Let us know if this was a ***** module, or if you found discussion harder to generate than other modules. If you find an error, or if you have any ideas to make this module better – please reach out! Info@JimEffner.com

Attention Trainers: We need your feedback!