

ADVANCED TIME MANAGEMENT TOOLS

Small Group Discussion Questions

1. Do you already have a system for keeping contact information organized and accessible? What is it?
2. What could you do according to this lecture if you do not have another system or to improve your system?
3. What is a prospect and how can you keep track of them?
4. How would you put an interaction log to use?
5. How do you keep your meetings on target?
6. What can you do to improve them?
7. What is an objective?
8. What objectives do you have for this month? Please make a copy for your conference leader.
9. How can you keep on top of projects while involved in other activities?
10. How do you keep track of your travel expenses right now?
11. What can you do to improve in this area? Be specific.
12. How can you make memos work for you?
13. If there are still issues you have questions about, please raise them now.