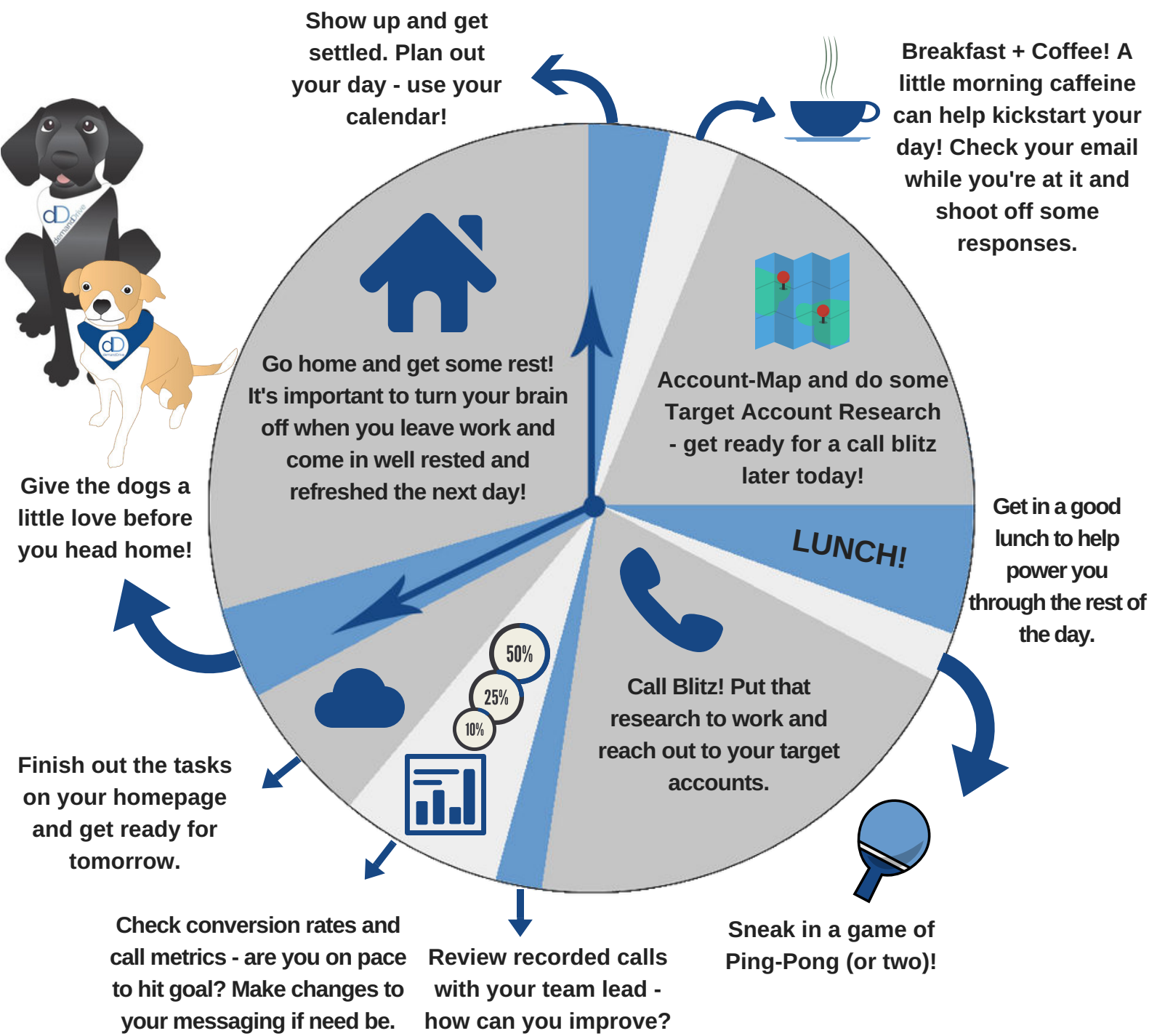


# FACTS AND TIPS: TIME MANAGEMENT

*A day in the life of a dD SDR...*



1

**Prioritize!** It will help you organize your day and eliminate the need for multi-tasking.

2

**Set yourself a scheduled and stick to it.** You'll be surprised at how much more efficient you are if you do things in order.

3

Use **calendar invites** to keep you, your coworkers, and your prospects on the **same page**.

4

**Take breaks!** It's important for you to keep morale high during the day - a game or two of ping-pong will work wonders.

5

Don't make calls at the same time every day. Prospects are more active during certain hours and days of the week - take note! Realize that Monday mornings and Friday afternoons are extremely inactive times. Use evidence to create an efficient agenda.