

Top 8 Ways a VA Can Save Time for Sales Professionals:

How a VA can give you 225 more hours in front of your clients....

Part I of II (series)

As a sales professional you are faced with the daunting tasks of meeting sales quotas, satisfying clients, putting out client fires, preparing call reports, sending out literature, and following up on leads—just to name a few. Achieving these tasks while managing your life can be challenging at times. Achieving success in the world of sales is a challenge unto itself.

Making effective use of your time and resources is the key to overcoming these challenges and achieving success. Effective time management can offer a substantial increase in your revenue; not to mention a reduction in your stress level.

So how do you overcome these challenges and implement effective time management? Consider partnering with a virtual assistant. A virtual assistant, or VA, is an independent business professional offering administrative support and other specialized services to those who want to achieve growth in their business while saving time and money.

By partnering with a virtual assistant to keep you on track and to handle some, if not all, of those daunting tasks I touched on earlier you can quickly save yourself as little as five hours per week – or more. That's right, just five hours a week, one hour per day! What could you do with that extra five hours per week? Make a few more sales calls, take a customer out to lunch, or maybe...take a day off for yourself. And, you'll save money in the process.

"Excessive and redundant paperwork is one of the biggest time wasters for sales people. Even if the paperwork is necessary, nothing is more wasteful than having a \$150k salesperson spending selling time doing paperwork that could be done better by a much less expensive administrative professional," states Barry Maher, author of "No Lie: Truth Is the Ultimate Sales Tool" (McGraw-Hill, 2003) .

Let me give you an example:

- You make \$100,000 a year (combined annual salary, bonuses, and commissions) = \$55.55 per hour based upon a 225 day work year.
- You spend one hour per day, or 225 hours annually, on tasks that you shouldn't be handling yourself which costs you \$12498.75 per year.
- Take that 225 hours and partner with a virtual assistant, at an average cost of \$35 per hour, and you save over \$4,600 per year PLUS you gain an extra 225 hours of time.

It's a win-win situation!

Visit Part II of this two-part series for more details on how a VA can save you time—and money!

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ABOUT THE AUTHOR

Kelly Poelker is a certified Master Virtual Assistant, President of Another 8 Hours, Inc. and Co-Author of *Virtual Assistant – The Series: Become a Highly Successful, Sought After VA*. To learn more about how to utilize a virtual assistant visit her website at <http://www.Another8Hours.com>.

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