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PUT TIME ON YOUR SIDE IN '06:

How are you coping with time pressure in an "I want it now" world. On his deathbed, Sam Walton of Wal-Mart fame stated that he "blew it." The employee listening to his last statements was later quoted in a magazine as thinking he was about to hear about a scandal the dying CEO regretted. Instead, Walton said that he blew it with his family-he barely knew his youngest son, his wife stayed with him out of commitment, and he even neglected his grandchildren.

The lesson here is this: The only important thing in the final hours of one's life isn't the money or the conquest: it's the people. To this end, use the following seven steps as a guide to working more effectively and make sure you have time for the more important things in life.

1. Stop fighting self-created fires. Those who spend 25% of the workday fixing problems may be causing the problems themselves. The fact is that poor training creates poor motivation, and poor motivation creates black holes of wasted money. A good rule of thumb: Take 25% more time to train than appears necessary. As for fighting fires, do so in the afternoons. This may not work for all problems (issues will arise, of course, that need

immediate attention), but it will train others to bring up issues only during certain windows of the day.

2. Work daily toward goals. Keep monthly and one and five year goals in plain view. The top 5% of producers in a business stick to their daily goals like glue. They review them in the morning before the day starts, and plan out the next day before the current one is done. They also hold planning sessions monthly, trying constantly to stay on track. This doesn't mean they never derail, but when they do take a detour, it's only for a short distance back to the main track.

3. Sharpen the axe. This is an era of constant improvement in both sales and systems. Set time aside to review your sales progress against your sales goal.

4. Get organized. A messy workspace is a waste of time it's owner is sacrificing time to look for things that should be at his or her fingertips. Handle messages only once, Read an e-mail and file it, forward it, or discard it. Take a sheet of paper, jot a short description of its contents on a post-it note and stick it on the sheet, then file it - that way time won't be wasted re-reading it.

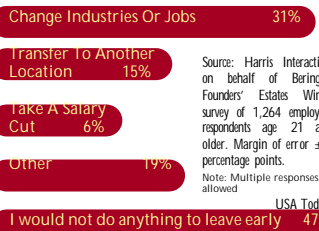
5. Make time to sell every day. It's easy to come up

INDUSTRY INSIGHTS

- JLF now stocks a full line of King Electric Heaters
- JLF now stocking HMC Lugs in Chicago
- 83rd Annual Electrical Industry Dinner Feb. 11, 2006

Leaving work early is attractive

What would you be willing to do in exchange for being able to leave work early every day?



with excuses to avoid selling. The sad fact is the landscape is littered with salespeople and business owners who think they are in the administration business instead of the sales business. There is a problem with an issue, so no phone calls are made that day: a staff dilemma arises, and a sales call is put on hold. Another losing strategy is selling hard when times are bad and not making calls when business is good. To avoid this type of pattern make a call report for each day so that you can track your individual results on a daily level. By Dr. Kerry Johnson

Inside this issue:

Put Time On Your Side In '06

Leaving Work Early Is Attractive

So Now You Know

Go With The King King Heaters

"Service After The Sale" Raffle

Home Networking

Your One Stop Source for Breakers & A/C Disconnect



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