This is not original, but I thought it might be useful for all those sales managers out there that get interruptions every minute of the day.

It's called "got a minute" meetings, I learned it from Chet Holmes' book, The Ultimate Sales Machine. I was reminded the other day, by a time management coach as we discussed the importance of taking control of your time.

You know those meetings I am talking about.

"Hi Mike, got a minute?"

"Hi Mike, can I see you for a minute?"

"Hi Mike, in a minute can I see you, for a minute?"

Chet thinks there is a simple way around it… here are the steps:

1: You schedule your own time for a meeting… in other words; on your daily calendar you schedule them as appointments.

2: You let your staff know that from "10am- 11am today" I will be doing "got a minute meetings."

Post that calendar on your front door and they can make an appointment anywhere in that hour on that calender.
They are in 10-minute blocks so you can see six people ONLY in that hour.
They come in with the issue, a possible solution, and they have 10 minutes with you to work through it.

That's it. You control the time. You might want to run these twice a day, or once every other day.

Whatever career you decide to take in sales, it's always good to get some help.

That's why you can get FREE in your inbox every morning for 7 days; the 7 Day Sale Challenge.

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Mike Brunel started mikebrunel.com after being a successful entrepreneur and founder of NRS Media. He co-founded NRS Media in Wellington, New Zealand, expanded it into a global powerhouse in media sales and training, and was eventually responsible for opening offices in London, Atlanta, Toronto, Sydney, Capetown, and Bogota. He has hired hundreds of salespeople around the world.

He made a lot of mistakes when it came to hiring his superstars. Check out his How to Hire A Super Salesperson Each and Every time – It's packed with tips and ideas on how to hire great salespeople. Don't ever Hire Bad Salespeople Ever Again. Promise!