

This is not original, but I thought it might be helpful for all those sales managers who 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 "10 am- 11 am today", I will be doing a "**got a minute meeting.**"

3. Post that calendar on your front door, and they can make an appointment anywhere in that hour on that calendar.

4. They are in 10-minute blocks, so you can see six people ONLY in that hour.

5. 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 choose in sales, getting help is always good.

**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. He 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!**