



PLAY MODE VS. PAY MODE EXERCISE

Instructions:

1. Pull out your calendar, call sheets or any record of your activities over the last week. Identify which activities in your day constitute pay mode or organization mode? Think about your last few workdays; what activities, functions and tasks filled your days?
2. Which activities were preparing you to sell? List your answers in the organization mode box.
3. Which activities were actual selling time? List your activities in the pay mode box.
4. Which activities were play mode? Remember to include such things as doctors' appointments, lunches with friends and personal errands. List those activities in the play mode box.
5. Also, list any time-wasting activities you notice in your schedule, and list them in the time wasters box.
6. Add any other activities you can think of that may not be reflected in your actual records.
7. Save this form; you will need it in a few days. As a suggestion, keep it with you over the next few days. As you identify additional pay mode, organization mode, play mode or time wasters, list them in the appropriate boxes.

Definitions:

Organization mode: any activities, tasks or functions that prepare you to sell, such as preparing a proposal.

Pay mode: any activities on the phone or face-to-face that develop business.

Play mode: any activities, tasks or functions conducted during your business day that do not aid in obtaining or maintaining clients, such as running personal errands.

Time wasters: any activities, tasks or functions that rob you of valuable selling time, such as having a long lunch with a friend.

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EXAMPLE – PLAY MODE VS. PAY MODE

Play Mode	Time Wasters
<ul style="list-style-type: none"> • Dentist appointment • Picked dog up from vet • Lunch with friend 	<ul style="list-style-type: none"> • Chit chatting at the office • Surfing the internet • Not blocking your time
Pay Mode	Organization Mode
<ul style="list-style-type: none"> • One-to-one appointment with prospect • Sales presentation • Prospecting for appointments • Confirming appointments 	<ul style="list-style-type: none"> • Preparing for sales presentation • Business planning • Writing proposals • Meeting with staff

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PLAY MODE VS. PAY MODE WORKSHEET

Play Mode	Time Wasters
Pay Mode	Organization Mode

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