

Sales Skills – Sales Cycle

1. For each stage in the Sales Cycle listed below, circle the number that represents the degree of mastery you currently possess.
2. For each stage in the Cycle, put a box around the number that represents the degree of mastery you plan to possess in the next three months.
3. Identify the top three stages that you need to improve during the next three months that are critical to your achieving your business goals.

NAME	TODAY'S DATE
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Stages in the Cycle	Degree of Mastery						Priority
	1	2	3	4	5	6	
1) Planning and Organization							
2) Prospecting							
3) Building a Relationship With Rapport and Trust							
4) Gather Data About Prospect (Company and Contact Person)							
5) Assess the Client's Needs							
6) Product and Proposal Presentations							
7) Overcome Objections							
8) Close the Sale							
9) Fulfill the Order							
10) Post Sale Follow-Up and Customer Service							

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