

SMART Action Planner

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SPECIFIC Purpose, Motive, Or Opportunity	<ol style="list-style-type: none"> 1. Improve Listening skills to strong basic skills & capability levels. 2. Increase communication and negotiating results through more effective listening. 3. Establish new personal and professional listening development objectives.
MEASURABLE Goals & Objectives	<ol style="list-style-type: none"> 1. Demonstrate improved Listening competency through learning efforts. 2. Identify 10 opportunities to script, practice, & apply Listening skills with specific friends and colleagues. 3. Identify and successfully complete 5 additional negotiation opportunities based on increased Listening effectiveness. 4. Integrate these learning & performance goals into a Personal & Professional Development Plan [PPDP].
ACTIONABLE Activities & Contacts	<ol style="list-style-type: none"> 1. Enroll in the Learning Annex of Canada Power Selling: Understanding Buyer Decision-making. 2. Review at least two [2] Listening Skills tapes and books from your business or community library. 3. Identify 10 meetings or presentation with the potential for decisions and actions based on strong listening skills being applied to the communication and negotiating process. 4. <ul style="list-style-type: none"> • Participate in 1 Scripting Clinic each week, bringing 1 new meeting or presentation situation to plan, prepare, and role-practice your Listening skills. • Prepare a Listening Script for each planned meeting or presentation over the next 6 weeks. 5. Review your Action Plan, Scripts, and PPDP progress with your peers, manager, personal coach, or a trusted mentor.
REALISTIC Time, Resources, & Expectations	<ol style="list-style-type: none"> 1. Successfully complete Power Selling and all followup worksheets and SMART Action Plans. 2. Dedicate at least 2 hours per week to review and complete study materials for the next 6 weeks. 3. Review personal & business opportunities to identify 10 new meeting or presentation situations to plan and prepare listening scripts for over the next 2 weeks. 4. Arrange with peers, manager, personal coach, or a trusted mentor to set-up weekly Scripting Clinics to participate in. 5. Schedule and complete 2 scripted meetings or presentations per week, identifying and concluding 5 negotiated decisions identified through planned Listening skills & behaviours. 6. Schedule a weekly 30 minute progress report & conference call with your manager, personal coach, or a trusted mentor.
TIME-BOUND Milestones, Completion, & Follow-up Dates	<ol style="list-style-type: none"> 1. Within one week enrol yourself in the first available Power Selling workshop. 2. Complete the Power Selling Workshop and all followups within 90 days. 3. Obtain books, tapes or other study materials by end of next week. 4. Create list of 10 new meeting or presentation situations and opportunities by end of week 2. 5. <ul style="list-style-type: none"> • Complete 1 new Listening script and presentation from Scripting Clinics each week. • Complete Listening scripts for at least 3 additional meetings or presentations each week for same 5 week period. • Conclude at least 1 negotiated decision per week from meetings or presentations that result directly from planned and prepared Listening scripts. 6. Meet with manager, personal coach, or your trusted mentor within 1 week if any milestones or completion dates are missed.