

Outbound Excellence

Sales Lead's Team - Assigned Responsibilities

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
Alexa									
Update United States AM's Sales Management System with Previous Months Final Results & Update for New Month's Sales Forecasts			Run & Distribute Monthly Lead Generation Reports including closed sales for YTD leads for US, UK & Canada			Place Holder for Handling Incoming Customer Calls from marketing programs which average 16 hours per month		Place Holder for Handling Incoming Web Based inquiries which average 16 hours per month	
Paulina									
Update Canada & UK's Sales Management System with Previous Months Final Results & Update for New Month's Sales Forecasts			New Business - Lead Generation US		New Business Lead Generation Canada	New Business Lead Generation UK	Special Projects	Cross Reference UK, US & Canadian Accounts & Update the NEW Full Value International Matrix	
Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20
Alexa									
Provide US Sales Directors with updated Sales Management System reflecting actual MTD sales vs forecast (this is a line item report with sales by account for each rep)			Manage our NEW Account Transition Policy & ensure all quota from terminated reps accounts are transferred along with the transitioned accounts for US, UK & Canada			Audit & Transition stale accounts from US, UK & Canada		Remove opportunities from delete and move to pool accounts for US, UK & Canada	
Paulina									
Provide UK & Canada Sales Directors with updated Sales Management System reflecting actual MTD sales vs forecast (this is a line item report with sales by account for each rep)			Deeper Penetration Into Existing Accounts US - research subsidiaries, latest news, update profiles, etc.		Deeper Penetration Into Existing UK & Canadian Accounts research subsidiaries, latest news, update profiles, etc.		Special Projects	Cross Reference UK, US & Canadian Accounts & Update the NEW Full Value International Matrix	