



Below is a **ready-to-use worksheet** that guides you through the first step of identifying and organizing your “Sales Silos.” Simply **copy and paste** into a document of your choice (Google Doc, Word, PDF, etc.) and format or print as needed. This worksheet will help you track tasks, group them, and focus on the **best use of your time** for higher sales productivity.

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## SALES SILOS WORKSHEET

### Overview

1. **Brain Dump** (3–5 days)
  2. **Group and Name** (combine similar tasks)
  3. **Identify Your Five Silos**
  4. **Eliminate Non-Essential Tasks**
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### Step 1: Brain Dump

#### Instructions:

For a minimum of three and a maximum of five workdays, capture **every** task you do. At the end of each hour (or day), list the tasks completed. *Don't filter—just write it all down.*

#### Day 1:

- Hour 1:
- Hour 2:
- Hour 3:
- Hour 4:
- Hour 5:
- Hour 6:
- Hour 7:
- Hour 8:

(Repeat as needed for each day.)

*Use additional pages for Day 2, Day 3, etc.*



## Step 3: Identify Your Five “Sales Silos”

1. **Consolidate your groups** until you’re left with a maximum of **five** core Silos.
2. List them below and note any quick examples or descriptions.

Silo #	Sales Silo Title	Brief Description/Focus
1		
2		
3		
4		
5		

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## Step 4: Eliminate or Defer Non-Essential Tasks

1. **Look at each task** you listed from Step 1.
2. **Assign it to one of your five Silos** above—or **decide to eliminate** or **defer** it.

### Recommended Method:

- For tasks that **do not** fit any Silo:
  - Print them out, put them in an envelope, and seal it.
  - Write a date one week from now. If you don’t open the envelope by then, **throw it away**.

### Defer/Eliminate Tasks

Use this table to note down tasks that don’t align with your Sales Silos:

Task	Reason for Eliminating or Deferring	Action (Eliminate/Defer)

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## Next Steps

You have now:

1. **Tracked** how you spend your time.
2. **Grouped** tasks into categories.
3. **Named** your **top five Sales Silos**.
4. **Eliminated** or deferred any tasks that don't align.

**Bring this completed worksheet** to the January Sales Vault workshop. We'll then dive deeper into:

- **Specific Sales Activities** (Step Two)
  - **Long-Range Planning** (Step Three)
  - **Short-Range Planning** (Step Four)
  - **Engagement/Execution** (Step Five)
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## Congratulations on Taking the First Step!

*“You can do anything, but you can't do everything.”* By narrowing your focus to five core areas, you'll supercharge your productivity and watch your sales soar. We look forward to seeing you in **January's Sales Vault** sessions!