**Action Item 069: How Salespeople Can Get and Stay Organized**

For the four Areas of Order we discussed in the class, list at least one thing that you will do in the next two weeks. Your action can be an idea from the class or something else – as long as it helps you get and / or stay organized.

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| --- | --- | --- |
| **Area of Order** | **What I will do…** | **Start Date** |
| Accounts |  |  |
| Tasks |  |  |
| Opportunities |  |  |
| Emails |  |  |