

8:00 am

Starting the day off right by getting into the office a few minutes early to get things situated for the day: respond to customer emails, return calls and touch base with the recruiters for today's agenda.

9:15 am

Into the swing of the day, I am making several contacts through my sales calls and connecting with decision makers to discuss their hiring needs. I just spoke with John at ABC about his CNC interview and he's making an offer. **Cha Ching!**

10:30 am

Off to an appointment with a prospective client! After discussing their current hiring situation in past meetings, I'm prepared to **WOW** them with the PowerPoint presentation I've created. My laptop and I are going to make quite an impression!

11:45 am

Heading back to the office after my appointment (which was a **success** by the way!).

Grabbing a quick lunch with co-workers at the Public House first.. **Yum!**

1:15pm

Back to the phones to reach out to other companies. I plan to set up at least 4 new appointments with new contacts today.

Gotta keep that pipeline full!

2:30 pm

DING! DING! (goes the sales cow bell) **SIDEBAR:** To celebrate our successes Stephanie, our sales manager, posted a cow bell in the hall. Get a sale, ring the bell! **I love that sound!!**

2:55 pm

Wahoo!! Ok, so a company needs 3 people to start at the beginning of next week. The position is posted in our database and the recruiters start working on filling it immediately. A quick ring of the bell and back to the phones! **go - who else is hiring??**

3:25 pm

Touched base with a past client. They have been waiting on an order to come in and it has! They need a skilled machinist right away. I consult with them on the best way we will be able to fill the position and they agree. We will put the plan in place and find the right person for the job!

4:00pm

Finish up my last few calls and discuss the progress of my open positions with the recruiters. Plan for the next day's agenda: Map out call list; Strategize for appointments; Prepare presentation

4:45 pm

Tie up all loose ends of the day and get ready to hit the gym before dinner & drinks with friends at 7:30. **What a day!**



PICTURE THIS:

Day in the Life of a
GTR Account Manager