

Stress Management in Sales — Daily & Weekly Checklist

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- Pause before reacting (10 seconds) → breathe, then sort tasks by urgent/important.
- 45-min priority block daily for the #1 task.
- Box breathing (2–3 minutes) when unfocused.
- Meeting buffers: end 5 minutes early; reset before the next call.
- Two fixed email windows (late morning / late afternoon).
- Do Not Disturb presets: work focus, travel, off hours; decide what can break through.
- Escalation basics: Acknowledge → Assign owner → Give ETA → Set update cadence.
- After-hours rule: Call for Critical, message for Urgent, queue Routine for tomorrow.
- Journal daily: win, stress point, one change for tomorrow.
- Friday reset (20 min): review, journal, plan next week's priority blocks.
- 90-second prep: write two opening sentences + one helpful option for a tough conversation next week.
- Body basics: consistent sleep window, move daily, hydrate, don't overdo caffeine.

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