

## Core Capacities A Checklist for Outside Sales

Strategic Alignment
Are goals aligned with company objectives and measured with the right KPIs?
Are territories balanced by potential, workload, and geography?
Are customers segmented properly (priority, revenue tiers, potential, etc.)?
People & Performance
Is the team structured efficiently with clear roles and reporting?
Are reps productive in terms of visits, time management, and outcomes?
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Process
Is the CRM updated consistently by the field team?
Are sales processes standardized and consistent across reps?
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Technology
Do tools improve rep efficiency?  Is mobile access and field enablement fully supported?  Are tools widely and easily used by field reps?
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<b>Customer Engagement</b>
Do reps maintain consistent visit frequency and account penetration?
Do customers feel valued and well-serviced by reps?
Are retention and growth metrics tracked and improving?
Financial Performance
Is the return on investment of sales visits measured?
Do most reps meet or exceed quota consistently?
Are territories or segments measured by profitability?
Culture
Do all individuals involved in the sales process communicate effectively?
Does compensation motivate the right sales behaviors?

Is the team adaptable and open to new tools or processes?