

BUSINESS MANAGERS: MANAGE YOUR TIME AND YOUR TEAM'S

Objectives

- Identify what is curbing your management time
- Understand & control the customer's emergency
- Determine your priorities
- Develop individual and team organization tools
- Switch from undergone time to controlled time
- Help your teams to be better organized

Concerned people

- Business managers
- CEOs

Knowledge required

None

Duration

From 1 to 2 days

Pedagogy & Practice

- Lecture
- Experience shared with participants
- Creation of practical organizational tools
- Self-evaluation form

Know-How acquired

☞ **Lacks of time directory**

- Obstacles encountered in your time management
- Individual ways to live time pressure
- Correlation between time pressure and stress

☞ **Your position priorities**

- Organize into a hierarchy the sales manager's tasks: Notice high-yield activities
- Distinguish importance and emergency (priority matrix)
- Assess duration: the sales manager's activity analysis table

☞ **Time management strategies**

- Think about your organization and authority rules
- Leadership and time pressure
- Planning: tasks that can be scheduled, delegated or transferred
- Emergency management

☞ **Time management tools: Individual time**

- Biological rhythms:
- Understand your activity rhythms / energy and time management
- Individual organization:
- Ergonomics, existing software tools, optimize your actions

☞ **Time management tools: Time sharing**

- Optimize your business team's time:
- Make team synergies work
- Rely on your strengths and fight your weaknesses
- Improve your team mates autonomy
- Organize working groups:
- Lead time management, knowing how to delegate
- Better communication: manage breaks, and making your time space respected
- Optimizing the business meeting time.