

# TIME MANAGEMENT FOR SALESMEN

## Objectives

- Better managing your time.
- Learning how to consider time resources as a key performance.
- Understand concepts, usages and psychological conditionings managing the way we handle with time
- Creating good decisions conditions to better manage your time and your priorities

## People concerned

Every business occupations.

## Duration

2 days

## Know-How acquired

### **Time: a key resource**

How do we kill time?

What kind of distance do we have about our schedules and calendars?

What is or is not satisfying in the way we handle time?

Relations between our personality and our attitude about time

### **Time management efficient tools**

Knowing how to organize yourself and get prepared

Making a difference between Emergency and Importance

Redefine the priority notion

Choose useful tools: organizers, agenda, etc.

Use the retro-planning resource

### **Improvement mining**

Identifying waste of time sources

Reconsider communication activities from the time management point of view (interview, telephone, meeting, mail, visit...).

Being pragmatic: making small decisions with great effects

### **Stress, self-control and time management**

Body clock and its indicators

Practise recovery time

Lose time to win time

Damages from delay

Set up a new life discipline

Advice to regular latecomers