



International Training
Center Paris

TRAINING SCHEDULE



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TIME MANAGEMENT AND ORGANIZATION

Overview:

The Time Management and Organization training program is designed to help participants improve their productivity and efficiency by developing effective time management and organizational skills. The program will cover a range of topics, including setting priorities, managing interruptions, delegating tasks, and developing effective organizational systems.

Objectives:

- Develop an understanding of the principles of time management and organization
- Learn techniques for prioritizing tasks and managing time effectively
- Develop strategies for managing interruptions and staying focused on priorities
- Learn how to delegate tasks effectively to improve productivity
- Develop effective organizational systems to improve efficiency

The training program will include lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world situations. By the end of the training program, participants will have developed effective time management and organizational skills, improved their productivity and efficiency, and be able to prioritize their tasks and manage their time effectively.

Targeted Groups:

- Sales professionals juggling multiple clients
- Sales managers focusing on team time management
- Business development professionals handling time-sensitive deals
- Entrepreneurs seeking efficient time utilization in sales
- Professionals aiming to balance sales tasks effectively

Planning:

Day 1: Introduction to Time Management and Organization

- Understanding the importance of time management and organization
- Principles of effective time management
- Developing a time management mindset

Day 2: Setting Priorities and Managing Time

- Identifying priorities and setting goals
- Techniques for managing time effectively
- Developing a daily and weekly schedule

Day 3: Managing Interruptions and Staying Focused

- Strategies for managing interruptions
- Techniques for staying focused on priorities
- Best practices for avoiding distractions

Day 4: Delegating Tasks and Improving Productivity

- Principles of effective delegation
- Techniques for delegating tasks
- The benefits of delegation for improving productivity

Day 5: Developing Effective Organizational Systems

- Principles of effective organization
- Techniques for organizing information and materials
- Best practices for developing and maintaining effective organizational systems