

# Principles of Success

## Seminar objectives

The participants

- Should learn the principles of success
- Effect a definition of their position due to the principles of success
- Learn methods to use the principles of success
- Learn to organize themselves and their work
- Improve their time management
- Use tools for time management and self-organization more efficient
- Work out strategies to get more time for customer visits
- Learn the principles of ant cyclic acting

## Contents

- Principles of success
  - Diligence, Objectives, Persistency, Will, Faith, Enthusiasm, Attitude
- As-is analysis
  - Route planning, Activity, Efficiency
- Increase of efficiency
  - Delegation
  - Time Management (day's schedule, schedule, to do lists, objectives, priorities, follow-up, route planning)
- Work organization (Outlook)
  - Incoming mail, organizing the clipboard (subject, categories, tracking, efficient trays)
  - Faster file searching (advanced search)
  - Tasks and priorities



## Methods

- Lectures
- Group work
- Single work
- Discussion

## Organisation

- Target Groups
  - Sales representatives
- Period
  - 2 days