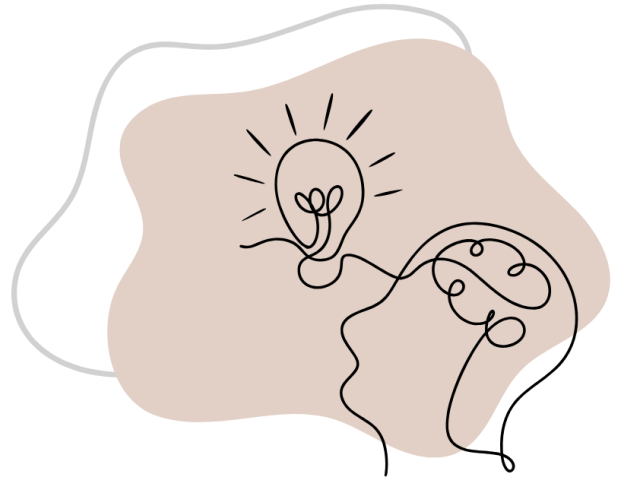


Open Program Focus Management

Being productive certainly matters - until a point where it doesn't anymore!

In this **Open Program** we will explore time management and prioritization holistically, through the lens of making intentional choices that align with our priorities, goals, and values, and taking action in order to honor these choices.



Is This Program For You?

'Focus Management' is a program designed for professionals who want to regain control of their time, sharpen their focus, and prioritize what truly matters. It is particularly relevant for:

- **Individual Contributors** looking to maximize their personal impact and effectiveness.
- **Managers & Team Leaders** who need to guide their teams through shifting priorities with clarity, direction, and confidence.
- **Individuals in high-pressure or transitional phases** seeking practical tools to stay centered and effective.

Focus Management

“Productivity is a trap. Becoming more efficient just makes you more rushed, and trying to clear the decks simply makes them fill up again faster.”
- Oliver Burkeman, *Four Thousand Weeks: Time Management for Mortals*



1 Group



2 Classroom trainings



In-person format



Greek
Language

About the Program

Module 1 – “The Strategies”

- ↕ What are the practical tools and resources that can help us focus on **what actually matters** to us?
- ↕ What options do we have for any task and activity that requests our attention?
- ↕ How can we say **"no" effectively**, plan in a way that supports the choices that we have made, and avoid the "floating squares" that remain endlessly in our to-do list?
- ↕ How can we **prioritize tasks** in a dynamic way?
- ↕ How do we deal with unforeseen activities, while avoiding a spike in our stress levels?

Module 2 – “The Culture”

- ↕ What are the deeper reasons why it is sometimes difficult to employ the acquired knowledge and strategies and improve our focus management?
- ↕ How do our individual and collective beliefs come into play and affect the **way we behave**?
- ↕ What are the **key blockers** to our effective prioritization and focus management at a deeper level?
- ↕ Which **core qualities** of ours cause us to be less than optimal in the way that we manage our time?

	Module	Format	Date	Time
Day 1	Module 1: "The Strategies"	In-Person	18/06	09:00 – 17:00
Day 2	Module 2: "The Culture"	In-Person	19/06	09:00 – 17:00



Coach:

Aristodimos Tsilivakos <https://www.linkedin.com/in/atsilivakos>

Venue for in-person sessions:

New Hotel Athens Filellinon 16, Athina 105 57

First Name

Last Name

Job Title

Organization

Address

Town / Country

Zip Code

Phone Number

Email

LinkedIn Profile
URL (optional)

Investment: € 1.000 - per person, excl. VAT

Register and deposit 50% of the total cost in advance and 50% upon program completion

Date: _____

Signature &
Stamp

Please return your registration form to: rmavrelou@theflow.gr
+30 6972 244 631