Productivity

Focus, Flow, Friction

Content and aims
»Only a few leaders accept that they can only lead one person, themselves« (Peter F. Drucker)

- Can I organize my life and work in a way that helps me stay on top of things?
- How do I ensure that at the end of the day I created something, and not just reacted to emails?
- Can I combine a highly productive mode with true happiness?
- How can I decide in which projects to engage, and which to dismiss?
- Can I optimize my time management, especially when travelling frequently?
- How can I free up time for my family and hobbies?

Holistic productivity is not only time management. It is mastering how we spend our energy and where we place our focus. It’s about incorporating ancient wisdom with modern technology. We are redefining the role technology plays in our world so that it can be incorporated and harmonized into our daily lives.

Self-management

- Productivity overview - macro, meso, micro
- Inbox zero
- Project list and areas - the PARA Method
- Build your own trusted system
- Feynman Method
- Improve regeneration over night and weekends

This interactive seminar will increase personal clarity about own standards, goals and values. Lay the foundations for your own trusted selfmanagement system. Help you achieve more outcome with less activities. Increase trust in yourself from yourself and from colleagues. Ensure realistic and sound planning of your tasks and projects. Optimize holistic life planning.

Working methods
Interactive seminar, learning by doing. Inputs, reflection walks, individual work, learning tandems, group work.

Target group
High Performers, Experts, Frequent Travellers

Trainer
- Simon Severino
Time & venue

Length: 2 days
Seminar number: MS 310
Date: 3–4 May 2018
Venue: Schloss Laudon

Organisation

In the hands of: Marion Pilz-Zikulnig
Secretariat: Nedeljka Haag

About

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