

LEARNING PATH OVERVIEW

Taking back control of your time and attention

6 modules

~2 h as Adaptive modules

~1 h as Training videos

1 module per week

Help your teams regain room to maneuver in days full of demands. This learning path connects our relationship with time, individual and team priorities, concentration, and mental overload. It leads to a more realistic way of organizing work that allows for the unexpected and for dependencies between colleagues.

AUDIENCE

All team members, including managers.

- **Prerequisite:** none

SKILLS DEVELOPED

- Time Management & Prioritization
- Mental Load & Focus
- Organization & Planning

THE SIX STEPS OF THE LEARNING PATH

- 1**
WK 1 **Always overwhelmed? The problem isn't time**
See time differently: understand why you feel overwhelmed, and regain clarity through short, regular breaks.
- 2**
WK 2 **Big rocks first: Make room for what really matters**
Set aside time first for what really matters, each week and as a team, before demands fill up the calendar.
- 3**
WK 3 **Daily priorities: Protect what matters, align with your team**
Choose your priorities each day with proven techniques, and align them with those of the colleagues you depend on.
- 4**
WK 4 **Protect your focus: Take control of email and interruptions**
Take back control of email and interruptions: decide in advance when and by what you let yourself be interrupted.
- 5**
WK 5 **Easing mental overload: Energy follows attention**
Understand what really drains attention, and learn to preserve your physical, mental, and emotional energy.
- 6**
WK 6 **Realistic planning: A schedule that survives the week**
Build a realistic schedule that leaves room for the unexpected and takes dependencies between colleagues into account.

— WHY THIS LEARNING PATH, MODULE BY MODULE

- **Always overwhelmed? The problem isn't time** – We have never had so many tools to save time, and yet the feeling of being overwhelmed has never been stronger.
- **Big rocks first** – “I don't have time” often means “it's not my priority”: the module applies Stephen Covey's big rocks to the calendar, to the team, and to individual and team priorities.
- **Daily priorities** – Whole days go by responding to other people's urgent requests while what matters waits, and with cross-functional projects, our priorities now depend on those of our colleagues.
- **Protect your focus** – More than 120 emails a day, and over a minute to get back into a task after reading each one: nearly an hour and a half is lost this way every day.
- **Easing mental overload** – Concentrating costs almost nothing: when fully focused, the brain uses only about 5% more energy than at rest (research by Sharna Jamadar).
- **Realistic planning** – Schedules filled to 100% no longer hold up: work has become interdependent, AI disrupts estimates, and sustained attention is getting close to one minute, according to Gloria Mark.

— CHOOSE YOUR FORMAT

Adaptive module (~20 min per module): self-assessment, expert video with three pauses for reflection, tailored practice scenarios with coach's feedback, a commitment, and a memo.

Training video (~10 min per module): the expert video and its three pauses for reflection, to add to your own training programs.

— ROLLOUT AND FOLLOW-UP

Where: in your LMS (SCORM delivery) or on the Afthonios platform, at the same price.

Group report included: shown on the Afthonios platform; in your LMS, more or less detailed depending on your LMS and SCORM version.

Optional, on quote: follow-up emails (the next day, 30 days later) and sharing the commitment with the manager.

Languages: All our modules are available in French and English. German, Italian, and Spanish are available on request, and we can add other languages to suit your needs.

— SUGGESTED SCHEDULE

One module per week, so six weeks. Example schedule:

- **Before week 1:** announce the learning path to participants and their managers.
- **Weeks 1 to 6:** one module per week, self-paced, ~20 min.
- **After week 3:** optional check-in based on the group report (reminders and spotting needs).
- **After week 6:** group review and choice of next steps.

The pace and order can be adapted to your audiences and existing training.

Adapt this learning path
to your teams?

Content, pace, and formats can be adjusted with you.

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afthonios.com/en/learning-paths/time-and-attention