

Join Advance Education Training...



We Lead the way & Creating a Path to Your Dreams!

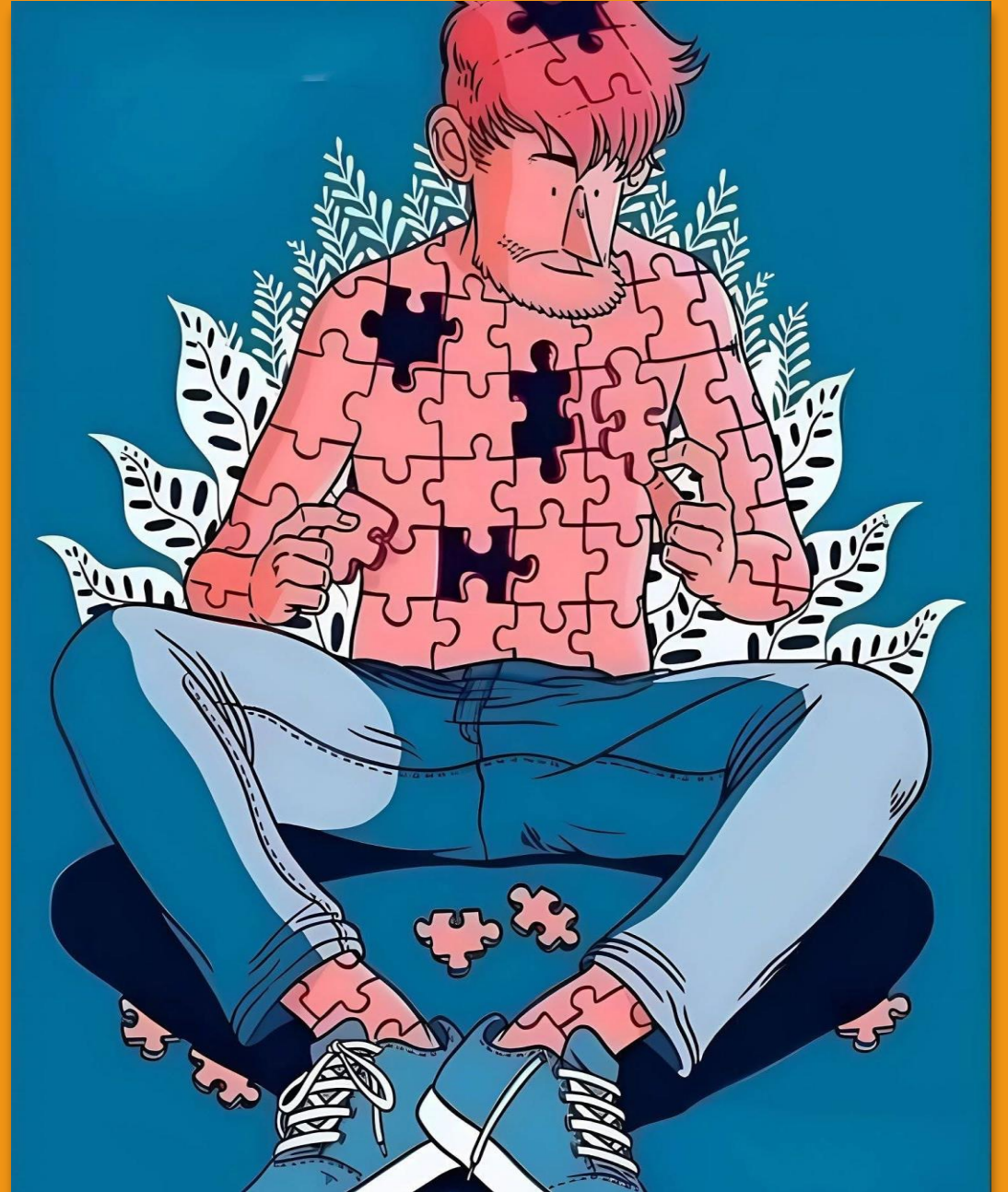


12.05.2025

ΘΕΜΑΤΟΛΟΓΙΑ



ΕΠΕΝΔΥΣΕ
ΠΡΩΤΑ ΣΕ ΣΕΝΑ!





I WON'T DO IT

I CAN'T DO IT

I WANT TO DO IT

HOW DO I DO IT?

I'LL TRY TO DO IT

I CAN DO IT

I WILL DO IT

SUCCESS



**ΜΠΟΡΕΙΣ να
νικήσεις μόνο...**

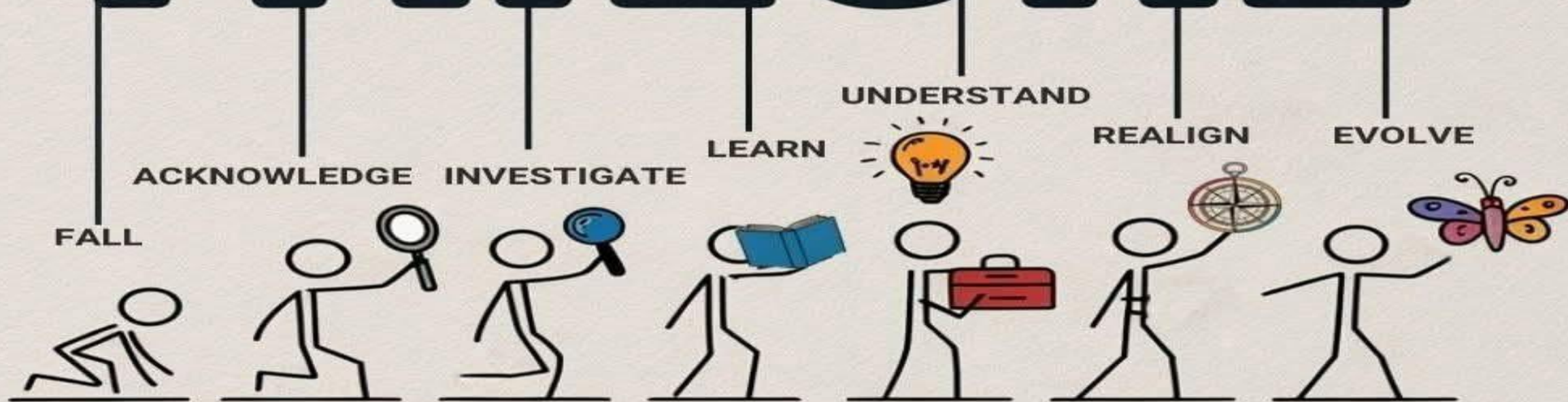




Τι είναι πραγματικά αποτυχία;



FAILURE



What is CRM?





**Διαχείριση
χρόνου...**



SET CLEAR
SPECIFIC GOAL





SMART Goals

S Specific

CLEAR, SHORT & TO THE POINT PLANS

A Achievable

R Realistic

T Timely



MAKE A LIST:

DAYLY – WEEKLY – MONTHLY

Types of daily schedule templates

Hourly	By priority	By deadline
Monday	Monday	Monday
08:00 Check emails	● Check emails	1/21 Submit project
09:00 Edit copy	● Submit project	1/21 Staff meeting
10:00 Staff meeting	● Staff meeting	1/21 Team meetup
11:00 Submit project	● Write report	1/21 Vet appt
12:00 Run errand	● Edit copy	1/21 Book club
01:00 Call client	● Call client	1/22 Edit copy
02:00 Team meetup	● Vet appt	1/23 Write report
03:00 Write report	● Run errand	1/24 Call client
04:00 Update resume	● Team meetup	N/A Check emails
05:00 Vet appt	● Update resume	N/A Run errand



ΘΕΣΕ ΠΡΟΤΕΡΑΙΟΤΗΤΕΣ





POWER CONCENTRATION





OVERCOME PROCRASTINATION





Εκμεταλλεύσου την ευκαιρία τώρα!



Πριν είναι πολύ
αργά...



**Διατηρήστε
ισορροπία στα
πάντα!**



Διαχείριση φόρτο εργασίας

Workload Management



Τεχνικές διαχείρισης φόρτου εργασίας

1
Make time

2
Define your objectives

3
Figure out the workload

4
Establish your team capacity

5
Distribute the work

6
Set expectations

7
Check in with your team

8
Be flexibled

9
Work as a team

10
Onboard a tool to help you

Wha Means TEAM?



TEAM



TOGETHER
EVERYONE
ACHIEVES
MORE

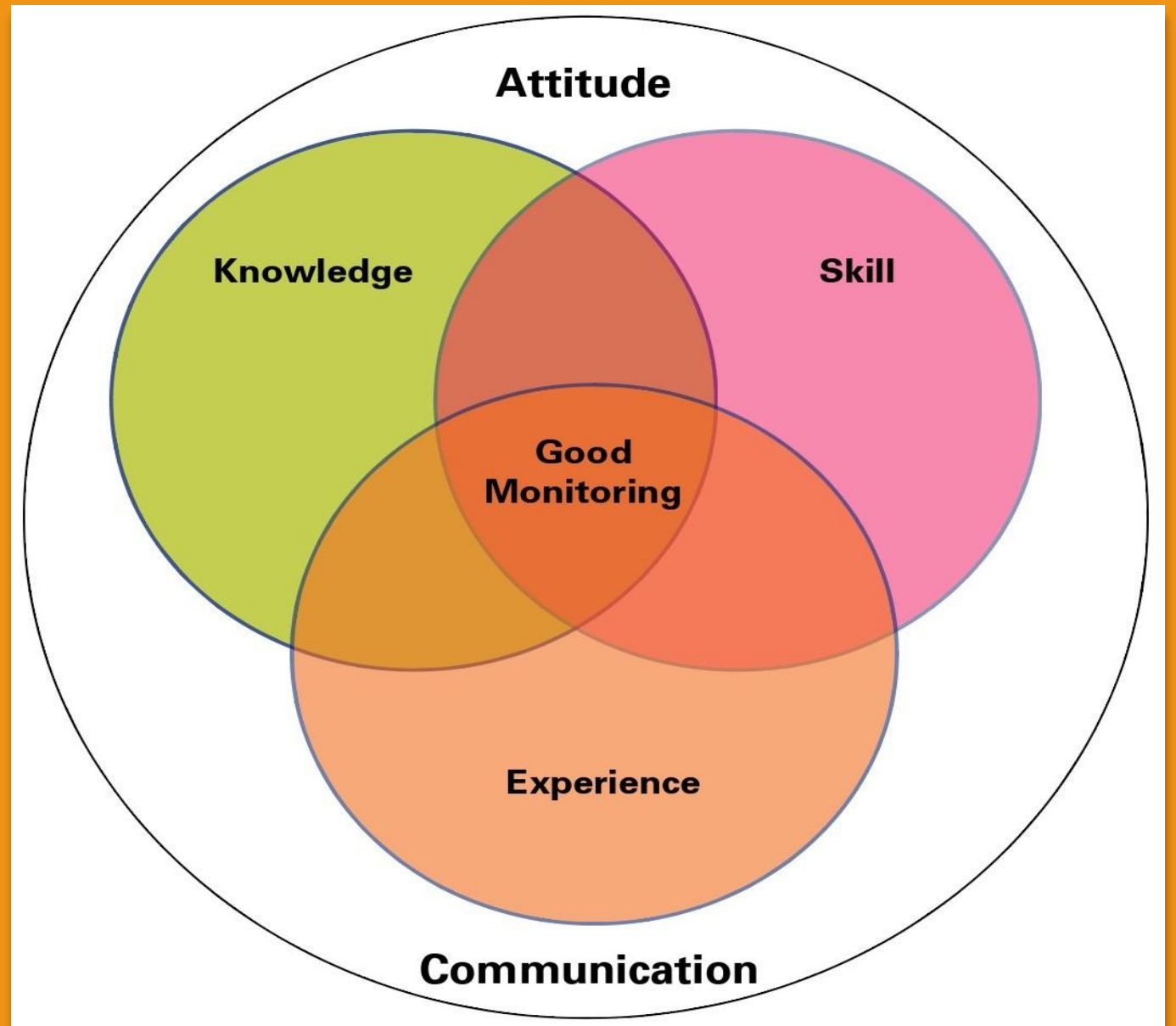
Team Work

BENEFITS OF TEAM WORK



UNITED WE STAND, DIVIDED WE FALL

Έξι κλειδιά για
την επιτυχία!



Situation Awareness

Events that may happen

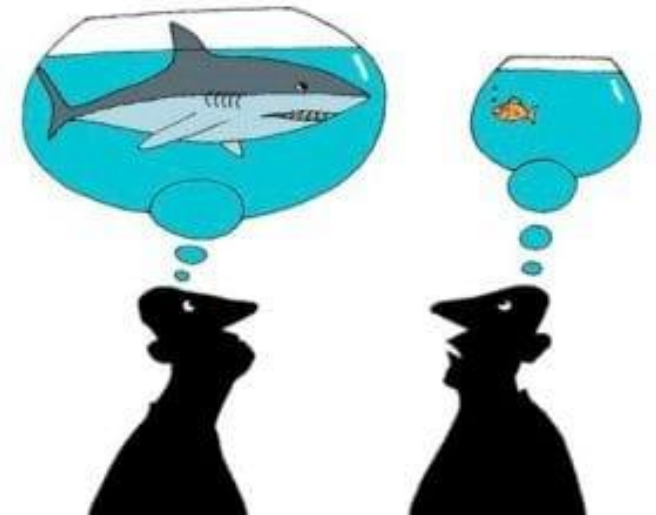
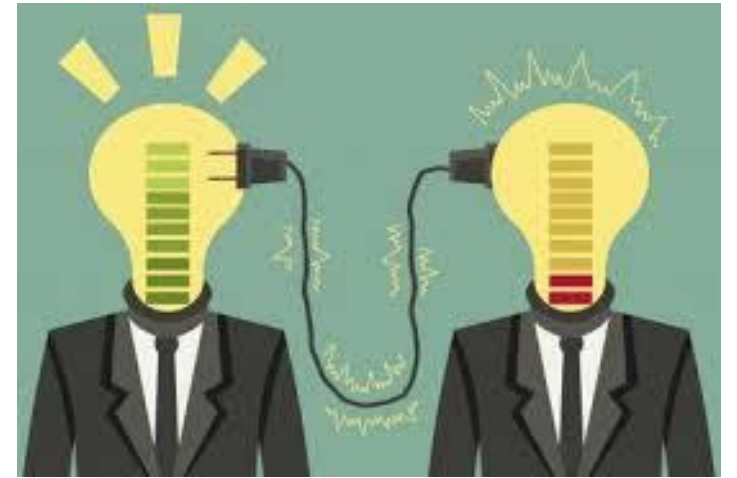
**Events that have
happened**

SA

**Events that are
happening now**

SAME LOOP, SAME PAGE

Shared situational awareness means two or more people having a commonly understood mental image of what's happening and what is going to happen in the future.



Do you bend?

or break....?

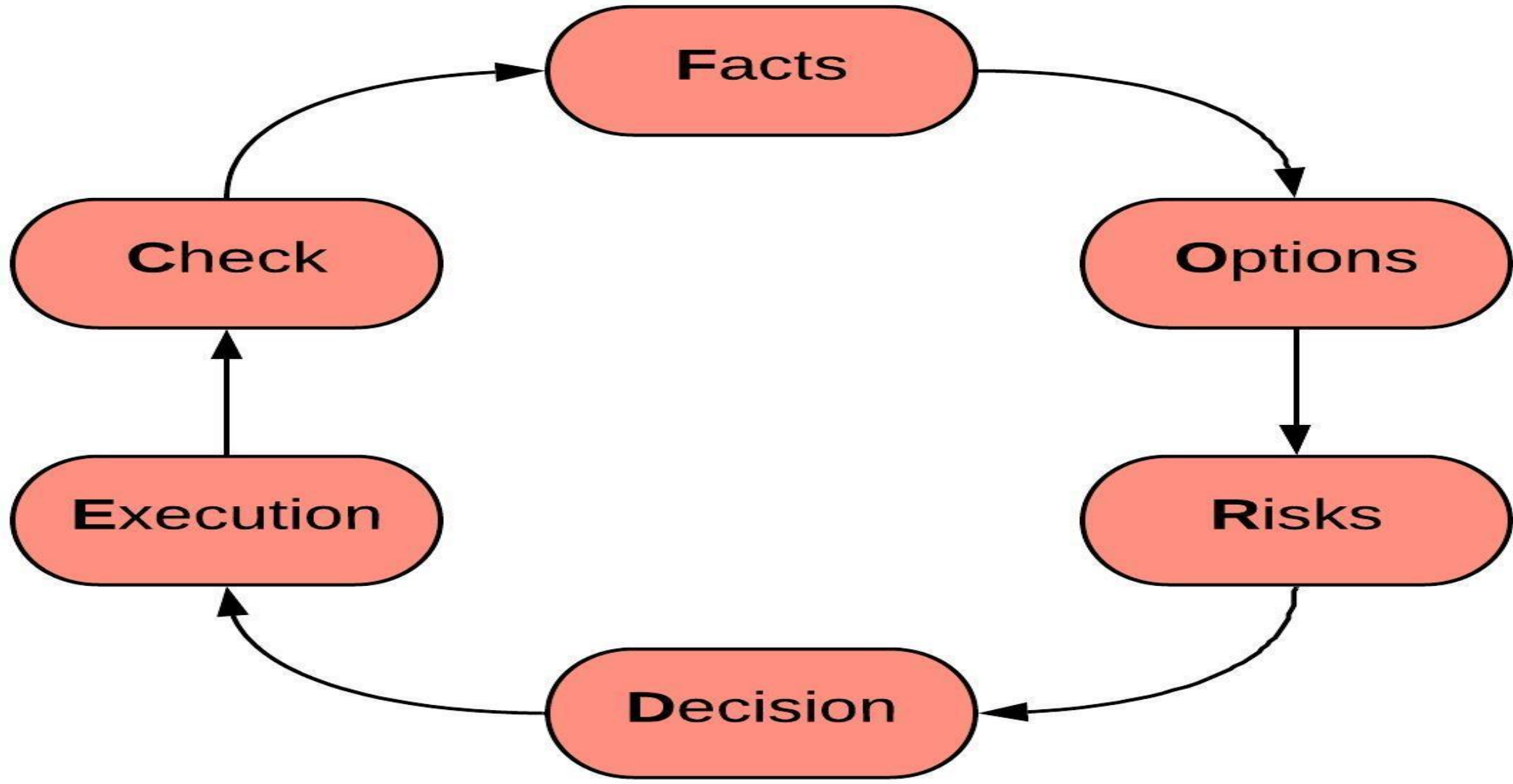


Resilience Development

Μπορώ ή δεν μπορώ;
Να το κάνω ή να μην
το κάνω;

Ναι ή όχι ;







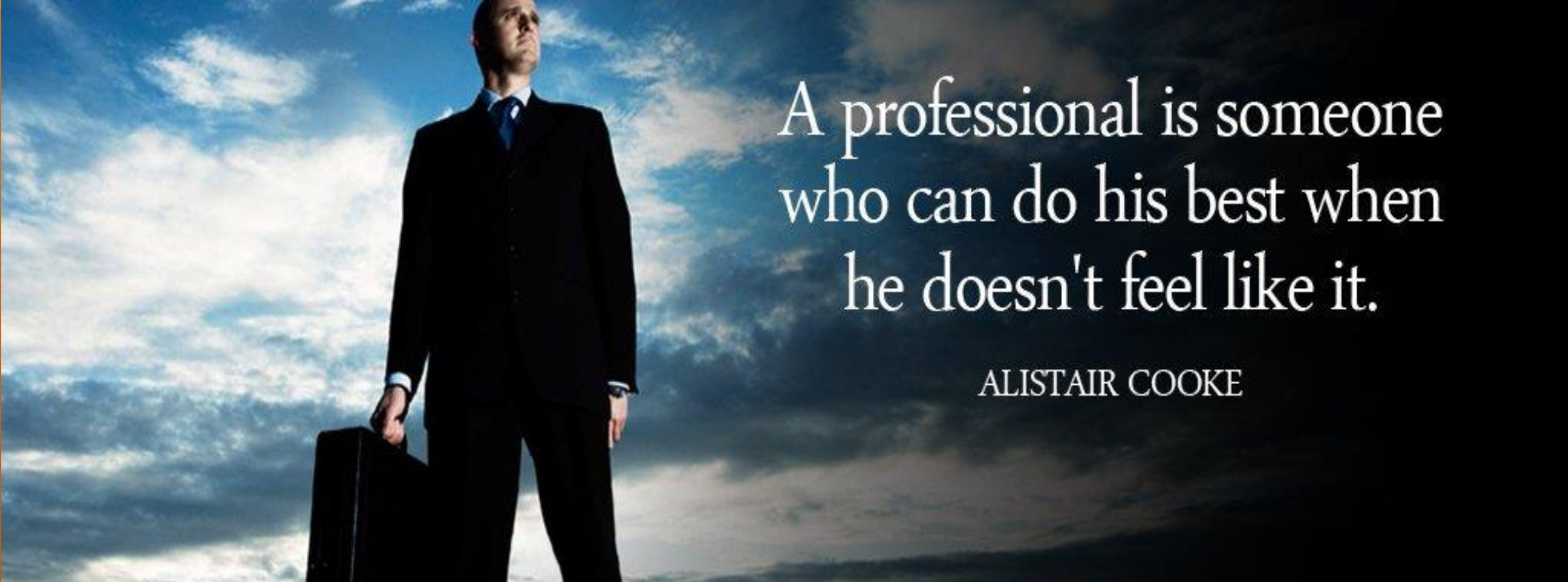
What is SOPs?



Τι είναι ένας πραγματικός LEADER?

Διοίκησε το δικό σου καράβι προς την επιτυχία και όχι προς το βυθό!





A professional is someone
who can do his best when
he doesn't feel like it.

ALISTAIR COOKE

Τι είναι επαγγελματισμός;