

## Productivity Coaching 4-Week Programme

This programme is designed for people who would like to boost their productivity and time management in a busy work environment.

Work with Productivity Consultant Moira Dunne to learn the latest strategies and develop the best plan to achieve your goals.

Actions are agreed and worked on during the programme.



### Format

- Pre-coaching call online with Moira to discuss your requirements & timeframe
- 3 x 60 minute coaching sessions
- A two-week gap between Session 2 and 3 to allow time to make some changes and review progress.
- 1 x 20 minute close-out call to discuss long-term plan

### Content

- Session 1 - Discussing your role, your workload & your priorities. Looking at practical Time Management & Productivity strategies to win back time in your week
- Session 2 - Optimising your schedule to get a balance between planned work and being responsive to others
- Session 3 - Reviewing your progress and developing your action plan to help sustain changes into the longer term

### Outcomes

- A prioritisation approach that fits your role and work style
- An optimised schedule to get the important things done in the time available
- A long term action plan
- Access to Productivity templates, blogs and tips cards. Ongoing tips & advice.

Online Programme Fee = €650

*(A 10% discount is applied to further bookings within an organisation)*