

Turn Busy into Productive

An Online Masterclass

- Blended Learning
- 6 Self-Paced Video Modules
- Resources, Tips, Workbooks
- 1 to 1 Coaching Session



Productivity

Time Management

Wellbeing

Personal Effectiveness

Being productive in today's fast-paced world is not just about good time management. We need strategies for planning, staying focused and getting things done wherever we work.

This Masterclass has been designed by Productivity Consultant [Moira Dunne](#) to help busy people take control of their time and productivity whether they work remotely, in the office or in a hybrid model.

Learn in Your Own Time

This productivity journey is a blended learning option presented in 6 video-based training modules. This suits people who work remotely or in a hybrid model. You can learn in your own time, at your own pace while accessing lots of productivity resources which support your learning and changes.

Why would I take this Masterclass?

In today's busy world we often feel overwhelmed by how much we have to do. This Masterclass provides the skills and motivation to improve your personal effectiveness and productivity.

By signing up you gain access to:

- 6 Productivity Steps delivered in 6 Training Videos
- A Downloadable Workbook
- Downloadable Templates & Blogs
- A Completion Certificate
- An optional 1 to 1 Coaching Session
- Invitation to join the beproductive.ie members group

What is Covered in the Masterclass?

The Productivity journey takes place over 6 modules on these key topics:

1. Being Productive in Today's busy World
2. How to Take Control of Your Time
3. How to Have Clear Priorities
4. Tips to Manage Your Schedule
5. Tips to Manage Your Distractions
6. How to Make Lasting Changes

Learning Outcomes

When you embark on a learning journey it is important to ask about the return on your investment of time and money. This Masterclass will provide you with the skills to:

- Win back time and get more done
- Achieve more while feeling less stressed
- Meet role targets
- Improve personal wellbeing and work-life balance
- Feel happier about your performance
- Make small, practical changes to how you manage your workload
- Optimise your schedule and plans to help take control of your workday
- Minimising distractions and low-value activities

Business Outcomes

Improved employee productivity and engagement resulting from this Masterclass can provide many measurable business outcomes such as:

- Individual and team target delivery
- Reduction of time waste on low-value activities
- Quicker response time for clients
- Higher satisfaction or wellbeing scores in engagement surveys

Optional Coaching Session

Upon completion of the masterclass, you can meet book a 1 to 1 session with Productivity Consultant Moira Dunne to develop your individual Productivity action plan.

Price

The introductory fee for the Masterclass is €199 per person. A discount will apply for multiple bookings from the same company.

Questions

Contact Moira to discuss the Masterclass in more detail or click [here](#) to make a booking.