

How to Boost your Productivity in a Busy Role

Being productive can help boost work life balance and wellbeing as getting things done helps reduce stress. But this can be hard to achieve in a busy environment.

In this talk we present practical tips to help people take control of their time and get the important things done each week. The session helps to motivate people to make immediate, practical changes so they can boost their productivity.

Topics

The following topics are covered:

- What it means to Be Productive in today's busy world
- The importance of prioritising your work
- How to optimise your time with a weekly plan
- The benefit of a midweek reset to stay on track

Duration and Format

This talk can be delivered in-person or remotely using your preferred collaboration tool. The session generally lasts 60 minutes.

The interactive format includes:

- Introductions and requirements
- Presentation of tips via SlideShare
- Q and A at the end to answer specific questions

Participants will receive access to the Hybrid Working Weekly Planner plus the Time Blocking Tips Card demonstrated during the session.



Presenter



This session will be delivered by Productivity Consultant Moira Dunne.