

Win Back Time by Managing Distractions

We live and work in a very busy world where powerful technology facilitates super-fast information exchange. Our many devices allow us to work anytime, anywhere and this flexibility has enhanced our lives.

However, these devices can impact our ability to stay on track and be productive. Constant updates and notifications erode our mental energy which can lead to lack of focus and productivity.

Being productive in today's busy world requires Attention Management as well as Time Management. This talk provides tips and strategies to help you take control of your attention so you can win back time in your week.

Topics

The following topics are covered:

- The impact of distraction and interruption on productivity
- How to manage your attention and focus
- How to protect your time to get the most important things done

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 Attention Management tips via SlideShare
- Q and A at the end to answer specific questions

Participants will receive access to the Time Blocking Tips Card demonstrated during the session.

Presenter



This talk will be delivered by Productivity Consultant Moira Dunne.

