beproductive.ie

Team Productivity Workshop

Being Productive Together

beproductive.ie is a productivity consultancy with a mission to help people "Turn Busy into Productive". We recognise that being productive in today's busy work environment requires a range of skills from time management to decision management to attention management.

We provide productivity strategies, tips and ideas to help busy teams make lasting changes on both an individual and team level.

Objective

The objective of the Team Productivity workshop is to help teams optimise their time to boost their interaction, performance and productivity.

Topics

The duration and content of your training session can be customised once we discuss your requirements, your team and your culture in a short online meeting.

The following topics are generally covered:

1. How to turn busy hours into productive days
2. The importance of having clear priorities
3. Scheduling techniques for a busy environment
4. How to plan and work together in a hybrid model
5. How to protect time and stay focused as things change
6. Tips to boost wellbeing and work-life balance

Format & Duration

This workshop can be delivered in-house or remotely using your preferred collaboration tool. The session lasts 3 hours online or 3.5 hours in person, with a short break. The interactive format includes:

• Introductions and requirements from the group
• Presentation of Productivity Tips and Strategies by Slideshare
• Group discussion and exercises
• Individual and Team Action Planning

Participants can email any outstanding questions to Moira for 30 days post training.

Presenter

The team workshop will be delivered by Productivity Consultant Moira Dunne. Here is a link to Moira's Bio: https://beproductive.ie/about/

Productivity Resources

After the workshop we share resources to help teams implement their learning. This includes a range of productivity templates such as the Weekly Work Planner and Stakeholder Matrix plus Blogs and Tips cards.

Weekly Work Planner

Priorities for the Team this Week
(Consider Importance vs Urgency)

1
2
3

Tasks	Outcome Required

Effort versus Impact

Every piece of work takes valuable time out of our day. So it is important to consider th
Is 80% of the current effort enough? Is the last 20% the "nice to have" aspect of the tas

Ask yourself:

1. Will anyone notice the final 20% of the work I do on this task?
2. Will this extra effort add any benefit for my clients or my colleagues?
3. Am I adding extra features because that's the part of the work I enjoy?

It can help to split the work on a task into : 1) the essential part/features (80%) and 2)
(20%). Work towards 80% completion in the time you allotted for the task. Then add th
or move on but return at a later point, again if time allows.

Be Decisive with Time

To be productive it is important to have a plan for each day. Put time blocks in your sc
key pieces of work. This helps you limit the time spent on each task. Use a timer if nec
time block is up ask yourself – what is the best use of my time now? To continue with t
to my next priority? If you have 80% of the work done it may be enough.

The key here is to make mindful decisions instead of getting engrossed in one task and

Manage Distractions

WORK LIFE BALANCE

Tips for in a Hybrid World

01 **PLAN FOR BOTH LOCATIONS** — Plan ahead to get the best of both worlds not the worst of both worlds.

Having clear priorities each week helps you get things done and optimise your time. 02 **SET WEEKLY PRIORITIES**

03 **HAVE A ROUTINE AT HOME** — Aim to start and finish at the same time each day. This helps you get started each day and helps switch off in the evening.

Make a list of things to do to complete your working day. This will help you clear work from your mind. 04 **USE A SHUTDOWN CHECKLIST**

05 **RESET DURING THE DAY** — Maintain control of your day by taking 60 seconds between activities to Reflect, Recharge and Reset.

Review each week. What is working, what is not. Make improvements. 06 **REVIEW AND IMPROVE**

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Indicative Training Fee

The fees for this 0.5-day session are:

€750 in-house
€700 online

€50 – option to record online session

> ❖ *All training includes a Reference Guide, Email Management Resources and email access to Moira Dunne for questions post training.*
>
> ❖ *No VAT applicable*
>
> ❖ *Any repeat booking by a client receives a 10% discount*
>
> ❖ *Training delivered outside Dublin will include travelling expenses.*