

Online Coaching Programme

How to Optimise your Time Management & productivity

The Be Productive Coaching Programme is designed for busy professionals who want to optimise their work routine to get the important things done each week.

The programme is delivered by Productivity Consultant Moira Dunne who shares proven Time Management & Productivity strategies, lots of actionable tips and practical resources to help people achieve change.



Here is an overview of the programme.

Format

- Introductory chat with Moira to discuss your objectives and agree format
- 3 x 60 minute online meeting with Moira
- Ongoing email support and tips as required
- Review call 1 month post completion to discuss progress
- Access to Productivity tools and templates to support action & change

Key Productivity Topics including:

- Tips to Work Smarter not Harder
- The importance of Weekly Planning
- Using Time Blocking to Protect Time for Planned Work
- Matching Tasks to Energy Levels to Optimise Output
- Staying on Track as things Change
- Minimising Time on Low Value Activities

Outcomes

- A strategy that optimises your time and your output
- A weekly plan that helps you stay on top of your workload
- Productive habits and work practices to help sustain changes into the future

Productivity Workbook

A range of templates and tools are available in the Productivity Workbook to complement the Programme including:

