

The Importance of a Q4 Reset & Refocus

September is a great time to reset and refocus after the summer months. There is a 'back to school' feeling as we settle into our work life routines. It is important to review the year to date and reset the priorities to deliver the important things in Q4.

This talk provides ideas and motivation for teams to work together to reset and make plans for the last 4 months of the year.

Topics

The following topics are covered:

- Tips to reset mindset, plans and work routines after the summer months
- How to prioritise the most important goals & projects
- How to plan ahead to get the most from your time in Q4

Duration and Format

This talk can be delivered in-person or remotely. The session generally lasts 60 minutes.

The interactive format includes:

- Introductions and requirements
- Presentation of Q4 Reset & Planning tips via SlideShare
- Q and A at the end to answer specific questions

Participants will receive a copy of the slides presented plus access to the Q4 Planner.



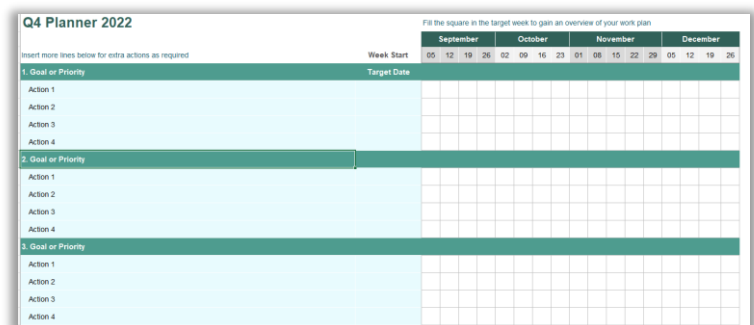
Presenter

This session will be delivered by Productivity Consultant Moira Dunne.

Fee

In-person delivery - €400 / Online delivery - €350

Any repeat booking by a client will be subject to a 10% fee discount.

A screenshot of a spreadsheet titled 'Q4 Planner 2022'. The spreadsheet is designed for planning actions from September to December. It features a grid with columns for each month and rows for actions. The first column is labeled 'Week Start' and 'Target Date'. The second column is labeled 'September' and contains dates: 05, 12, 19, 26, 02, 09, 16, 23. The third column is labeled 'October' and contains dates: 01, 08, 15, 22, 29. The fourth column is labeled 'November' and contains dates: 05, 12, 19, 26. The fifth column is labeled 'December'. The spreadsheet is divided into three sections, each starting with a '1. Goal or Priority' row, followed by four 'Action' rows. A note at the top right says 'Fill the square in the target week to gain an overview of your work plan'. A note at the top left says 'Insert more lines below for extra actions as required'.