

Tips for Time Management in a Hybrid World

Many companies have adopted the hybrid working model, a mix between home and office working. Ideally this offers the best of both worlds so that people can benefit from: 1) the flexibility of working from home and 2) quality time to collaborate in the office.

In this talk we present tips for successful hybrid working to help teams optimise their time management and their productivity.

Topics

The following topics are covered:

- The importance of resetting for hybrid working
- How to get the most from your time in both locations
- Communication and planning tips for teams

Duration and Format

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

This talk can also be extended into a .5-day Team Workshop called “Being Productive Together”.

The interactive format includes:

- Introductions and requirements
- Presentation of Hybrid Working 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.

Fee

Online delivery - €350

Option to record - €50

In-person delivery - €400

Fees for client repeat bookings are reduced by 10%.