

# PRODUCTIVITY TIPS

To Help You Get More Done



**be**productive.ie



## Moira Dunne

Productivity Consultant

"I am delighted to share some Productivity tips with you".

"Good luck implementing these tips in your world. I would love to hear what time gains you make".

"Stay in touch & check [www.beproductive.ie](http://www.beproductive.ie) for more Productivity Tips, Articles & Templates".



# PLANNING

Tips 1 - 3

# EMAIL MANAGEMENT

Tips 4 - 6



# MEETINGS MANAGEMENT

Tips 7 - 9





# Planning Tips

## 1. TAKE CONTROL OF YOUR WEEK WITH A PLAN

Block out time in the calendar for your important work.

## 2. SET PRIORITIES AT THE START OF EACH WEEK

This gives you a focus for the week.

## 3. MATCH TASKS TO YOUR ENERGY LEVEL

Get to know your peak focus times & use it for your most important deep-thinking work.



# Email Tips

## 4. CHECK EMAIL WHEN IT SUITS YOU

Work with Email turned off but check as frequently as you need to be responsive to your stakeholders.

## 5. SCHEDULE EMAIL PROCESSING TIME

Plan blocks of time throughout the day to efficiently process batches of emails.

## 6. SPEND LESS TIME ON LOW PRIORITY EMAILS

Set up folders for low priority emails like subscriptions. Use a rule to auto file.



# Meeting Tips

## 7. OPTIMISE THE MEETING LENGTH

Don't default to 1 hour. Try 45 mins so there is time to get started & then sum up within the hour.

## 8. HAVE A CLEAR AGENDA

Assign a time slot for each topic and agree at the start to move on when time is up.

## 9. MAKE MEETINGS PRODUCTIVE

Use a Meeting Tracker to capture decisions & action points.



### TIPS SEMINARS

*Helping you turn busy into productive.*

### TRAINING

*Helping you find time to do your important things.*



### COACHING

*Helping you design your optimum schedule.*

# Contact Us

To discuss your requirements

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**Moira Dunne**

"Our client feedback means everything to us & we are excited to share some of it with you....."

"I really enjoyed the Seminar content, some very simple & do-able tips that could be readily implemented."

**Jennifer Horan, AIG**

"We all found the training very helpful. It has inspired our team to be more organised. We now meet regularly to discuss our weekly goals".

**Adam Price, ORS Engineering**

"Moira's session was absolutely outstanding & has continued to give value week on week. The team loved all those snippets of wisdom that she gave us".

**Jamie White, Leading Social**

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