

Tips for Time Management in a Hybrid World

Are your workdays busy, busy, busy? Do you get lots of requests throughout the day? Do you find it hard to get your own work done?

If you would like to be more productive each day, then this webinar is for you. We present simple, practical tips to help you turn busy days into productive ones.

Learn how to take control of your time so you can focus on your most important tasks. Get tips to deal with distractions and stay focused working from home. Learn how to keep stress levels low while balancing work and home responsibilities.

Topics

The following topics are covered:

- The difference between busy & productive
- Being clear on your goals and priorities
- How to get the most from your time
- How to stay on track as things change

Duration and Format

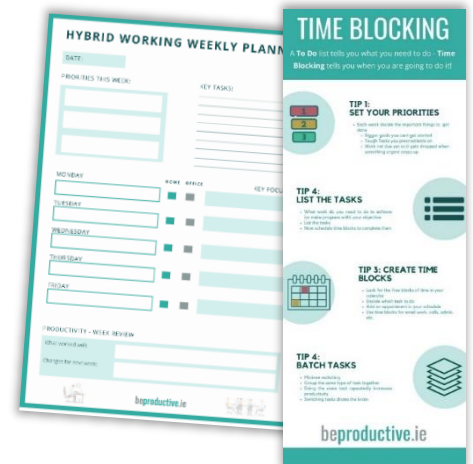
This talk can be delivered in-person or remotely using your preferred collaboration tool. The session generally lasts 60 minutes.

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.

This talk can also be extended into a longer Team Workshop (0.5 day or 1 day) which gives the participants a chance to really examine their productivity and make changes that can be sustained in a busy work environment.



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%.