

## How to Be Productive in a Hybrid World

In today's ever-changing world of work, many people are working in a hybrid model. Splitting time between home and office can offer the best of both worlds. But sometimes it doesn't work out that way.

It takes planning and focus to optimise your schedule in each environment.

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

### Topics

The following topics are covered:

- How to get the most from your time each week
- Tips for a good home working routine
- Communication and planning tips for hybrid teams

### 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 receive access to various Productivity resources including the Hybrid Working Weekly Planner.

This talk can also be extended into a 0.5-day Team Workshop called "Being Productive Together". You can read more about the longer session [here](#).



### Presenter



This talk is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of [beproductive.ie](https://beproductive.ie)

You can read about her 30-year corporate career [here](https://beproductive.ie/about/):

### Fee

Online delivery - €350, option to record = €50  
In-person delivery - €400  
No VAT applicable