

## How to Beat Procrastination

Time is a previous commodity in today's busy work environments, so it is very important to find ways to optimise your way of working. Lots of things affect our productivity. Some things we can control and some things we can't.

Procrastination can be a real productivity killer and it affects everyone from time to time. The good news is that we can control it!

In this talk we present practical actionable tips to help beat procrastination.

### Topics

The following topics are covered:

- Understand why we procrastinate
- Get things done, even when you don't want to!
- Get started and build momentum

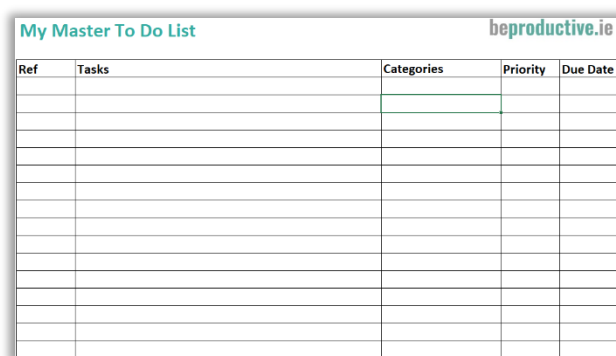
### Duration and Format

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 Tips to Beat Procrastination via SlideShare
- Q and A at the end to answer specific questions

Participants receive access to various Productivity resources including the Master To Do list template.



Ref	Tasks	Categories	Priority	Due Date

### Presenter



This talk is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of 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

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Contact Moira to discuss your requirements or make a booking  
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