

## How to Manage Distractions to Stay on Track

In our busy work lives, there are many things that compete for our attention throughout the day. Our super-fast devices allow us to work anytime, anywhere and this flexibility has enhanced our lives.

However, our devices affect our ability to stay on track as constant updates and notifications erode our mental energy throughout the day. It is hard to focus track in this environment and this can prevent us getting important things done.

This talk provides tips and strategies to help you take control of your distractions and your attention so you can win back time each day.

### Topics

The following topics are covered:

- The impact of distraction and interruption on productivity
- How to limit distractions from technology and people
- How to protect time to get the most important things done

### 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 Distraction Management tips
- Q and A at the end to answer specific questions

Participants will receive access to the Time Blocking Tips Card demonstrated during the session.

### 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

