# beproductive.ie

## How to Manage Stress in Your Workday

### **Wellbeing Talk**

Today's busy environment can sometimes lead to overwhelm and stress. This can prevent us being productive and can stop us getting things done. Which of course can lead to more stress!

In this webinar we present practical tips to help take control of the workday, to work smarter and then switch off and refresh after hours.

#### **Topics**

The following topics are covered:

- 1. How to feel in control of your workday
- 2. Tips to switch off and refresh at the end of each day
- 3. How to discuss workload stress in a productive way

#### **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 Stress Management tips via SlideShare
- Q and A at the end to answer specific questions

Participants receive access to various Productivity resources including the Weekly Review template.

Productivity Reset Take a moment between meetings / projects		
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1. Reflect on I	ast activity	
Capture Notes	Actions	Follow-Up
2. Recharge		
Take a Breath	Drink Water	Stretch Break
3. Reset for ne	ext activity	
Preparation Neederl?	Your Objectives	Required Outcome
	beproductive.ie	

#### Presenter



This talk is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of <u>beproductive.ie</u>

You can read about her 30-year corporate career here: <a href="https://beproductive.ie/about/">https://beproductive.ie/about/</a>

#### Fee

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