

Productivity & Time Management Tips

Being productive in today's busy work environment can be a challenge when so many things compete for our time and attention. We often lose time on less important tasks and then run out of time for our key deliverables.

This can lead to stress and worry and that in turn can affect wellbeing and overall work life balance.

This talk provides key Time Management tips to help people take control and manage their time and productivity.

Topics

The following topics are covered:

- Essential Time Management & Productivity techniques
- The importance of weekly planning
- 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 lasts 60 minutes.

The interactive format includes:

- Introductions and requirements
- Presentation of Productivity & Time Management
- 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

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