Staying Focused in a Distracted World

Workshop

Today's work environment is filled with distractions that can impact our ability to focus and concentrate.

Constant interruptions prevent us from doing our planned work and can also erode our mental energy throughout the day. This can lead to lead to stress and overwhelm, as our time disappears and key tasks are not delivered.

At beproductive.ie our mission is to help people work smart so they can get the important things done with less stress and more balance.

This workshop is designed to help people reduce distractions, notifications and general timewasters in their work environment so that they can win back time and boost their productivity.

Topics

Here is a list of standard topics covered on the course. If required, this content can be customised to ensure that the training fits your team culture and values.

1. The Impact of Distraction and Interruption on Productivity

2. How to Manage your Attention and Focus

3. How to Protect Time as Things Change

4. How to Deal with Urgent Requests

5. Tips to Minimise the Stress of Work Overload

6. How to Adjust your Schedule so that Key Things Get Done

Format & Duration

This is a 0.5-day workshop that can be delivered online or in-house.

The interactive format includes:

- Introductions and requirements
- Presentation of Distraction and Attention Management Strategies
- Group exercises, discussions and questions
- Individual and Team planning exercise to capture key takeaways and set actions

To maximise the training, participants are invited to complete a short form before the course to help them think about their daily distractions.

Following the course, they can send any outstanding questions to Moira by email for 30 days.

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Presenter

This course is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of beproductive.ie

You can read about Moira's 30-year corporate career here. Here is a link to her bio: https://beproductive.ie/about/

Productivity Resources

We provide a range of Productivity resources to help people take control and manage their distractions within their role. Here are some sample templates:

Training Fee

The fee for a 0.5-Day Workshop is:
- €750 in-person
- €650 online
- Option to record the online session €75

> ❖ *All training includes Reference Guide, Productivity Resources & access to Moira Dunne post training.*
> ❖ *No VAT applicable*
> ❖ *Repeat bookings receive a 10% discount*
> ❖ *Training delivered outside Dublin will incur travelling expenses*