

## September Reset and Planning

September is a great time to reset and refocus after the summer months. There is a 'back to school' feeling as we settle back into our routines. It is a chance to review the year to date, to set priorities for Q4 and to plan key projects.

### Topics

This talk provides tips, strategies and resources to help reset and plan the final phase of the year. The following topics are covered:

- Reset your Mind
- Reset your Goals
- Reset your Routines

### Duration & Format

This interactive talk lasts 60 minutes. Participants are invited to ask their specific questions throughout and at the end.

This session can be extended to a 3-hour Workshop which provides a chance for Teams to work together on their priorities, plans and projects for the final months of 2024.

### Productivity Resources

A range of September Reset and Q4 Planning resources will be shared by email following 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/>

Q4 Planner 2024		Enter Start Date: 02/09/2024				
		Sep-24				
		Week Start	02	09	16	23
1. Goal / Project		Target Date				
Action 1		18/09/2024				
Action 2						
Action 3						
Action 4						
2. Goal / Project						
Action 1						
Action 2						
Action 3						
Action 4						
3. Goal / Project						
Action 1						
Action 2						



### Fees

1-Hour Talk: In-person - €400, Online- €350, option to record = €50  
3-Hour Team Workshop: In-person - € 750, Online - €650, option to record = €50

No VAT applicable