

Working Smart

An Online and In-Person Talk Series

At beproductive.ie our mission is to help people work smart with less stress and more balance. We designed this 'Work Smart' series to provide practical tips and motivation so that people in any industry can take control of their time and deliver in their role.

Topics

Here the list of talks in our Work Smart series. All talks can be customised to meet the exact needs of the industry or sector, and topics can also be combined as required.

Topic Ref	Work Smart Menu
WS001	How to Be Productive in a Hybrid World
WS002	Techniques to Manage Stress at Work
WS003	How to Manage Your Stakeholders
WS004	How to Manage Distractions and Stay on Track
WS005	How to Spend less Time on Email
WS006	How to Beat Procrastination
WS007	Tips for Productive Meetings
WS008	How to Manage Your Energy & Focus
WS009	How to Improve your Work Life Balance
WS010	How to Make a Productive Start to 2025

Format

The duration for each talk is generally 60 minutes.

This includes:

- Introductions and requirements - 5 minutes
- Interactive presentation of Tips, Polls, Questions - 45 minutes
- Remaining questions, discussion and takeaways - 5 minutes

Resources

Each talk is supported with a 'Work Smart' resource, either a productivity template, blog or tips card. This helps the attendees implement the tips and ideas within their role which helps lead to lasting change.

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Hers is a sample of templates, tips cards and blogs.



Presenter

The Work Smart series 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/>

Booking

To discuss further or make a booking contact Moira by email moiradunne@beproductive.ie

