

## Planning a Productive Q4

For many businesses the final months of the year are key. It's a time to deliver projects and promises while making plans for next year. It often represents the last chance to reach financial targets or to meet annual goals.

Q4 can be a dynamic time but it can be stressful too. This is a period when it really pays to plan ahead and be productive.

This talk provides some key tips to help people optimise their time and performance to finish this year in a productive way.

### Topics

The following topics are covered:

1. The importance of reviewing goals & priorities
2. Making a Realistic Plan
3. Protecting Time to Deliver Key Work

### 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 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/>

The screenshot shows the 'Q4 Planner 2024' interface. It features a calendar grid for September and October 2024. The 'Week Start' is set to 02, and the 'Target Date' is 18/09/2024. The interface is divided into three sections for goals/projects, each with four action items. The first section is labeled '1. Goal / Project' and the second '2. Goal / Project'. The third section is partially visible and labeled '3. Goal / Project'. The calendar grid shows a yellow highlight on the 18th of September.

### 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