

How to Manage Time

Online Short Course

At beproductive.ie we recognise that being productive in today workplace requires a range of skills from Time Management to Attention Management to Decision Management.

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

This course provides foundational Time Management techniques plus new tips and strategies for managing attention, focus and decisions throughout the day.

Topics

The following topics are covered:

1. The importance of having clear goals and priorities
2. How to get the most from your time
3. How to manage email, meetings and requests from others



Duration and Format

This short training session is delivered online over 2-hours. The maximum number of participants is capped at 8 people.

This small group size allows each person to discuss their requirements, ask questions and work through some exercises.

On registration, each person receives the Smart Working Workbook and a link to the Pre-Training Form to send questions and requirements in advance. Afterwards, each person receives a copy of the Time Management Reference Guide.

Fee

- €250 per person
- No VAT applicable
- Full payment required on booking to reserve a space

Presenter

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



You can read about Moira's 30-year corporate career here: <https://beproductive.ie/about/>

Terms and Conditions

- No refund available but participants can use the full fee paid to book onto another date.
- Q1 2025 schedule - Jan 20th, Feb 18th, Mar 27th 10:30am – 12:30pm
- This course runs every month, contact Moira for further dates and details.