

## How to Manage Your Energy & Focus

Time is at a premium in today's busy world and every moment is precious. But every moment is not equivalent throughout the working day, as our energy levels can dip. This in turn affects our focus and productivity.

By understanding this and taking action, we can get a better return from our time.

This talk is designed to help you understand the energy peaks and troughs in your day so you can take control and boost your productivity.

### Topics

The following topics are covered:

- How to tune into your energy levels
- How to reset and boost energy throughout the day
- Plan your weekly schedule to optimise your focus & productivity

### Duration and Format

This talk can be delivered in-person or remotely using your preferred collaboration tool. The session generally lasts 60 minutes.

The interactive format includes:

- Introductions and requirements
- Presentation of Energy Management tips via SlideShare
- Q and A at the end to answer specific questions

Participants receive access to various Productivity resources including the 60-Second Reset template demonstrated during the session.



The screenshot shows a slide titled "Productivity Reset" with the subtitle "Take a moment between meetings / projects". Below the title is a photo of a white bowl containing a yellow liquid, possibly a drink. The slide is divided into three main sections:

- 1. Reflect on last activity**
  - Capture Notes
  - Actions
  - Follow-Up
- 2. Recharge**
  - Take a Breath
  - Drink Water
  - Stretch Break
- 3. Reset for next activity**
  - Preparation Needed?
  - Your Objectives
  - Required Outcome

The slide is branded with "beproductive.ie" at the bottom.



### Presenter

This talk is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of [beproductive.ie](https://beproductive.ie)

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

### Fee

Online delivery - €400, option to record - €50

In-person delivery - €450

No VAT applicable