

## Productivity & Time Management Tips

Being productive in today's busy world can be a challenge when so many things compete for our time and attention each day. A steady flow of new requests and emails can change the best plans, and it is often hard to complete key deliverables.

This talk provides Planning and Time Management tips to help people take control of their time so they can consistently be productive and deliver in their role.

### Topics

The following topics are covered:

- Essential Time Management & Productivity techniques
- The importance of weekly planning
- How to stay on track as things change
- Tips on Managing Distractions

### Duration and Format

This 60-minute talk will be delivered online. An interactive format includes:

- Introductions and requirements – 5 mins
- Presentation of Productivity & Time Management Tips by slideshare – 40 mins
- Q and A for participants questions – 15 mins

Participants will receive a Tips Reference Guide plus access to the numerous Productivity templates demonstrated during the session.

### 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
- Training delivered outside Dublin incurs a mileage expense at the standard rate of 0.55/km