# beproductive.ie

## **September Reset Tips**

Our work environments are busy places, and it can be hard to stay productive and focused.

It is important for every business to refocus after the distractions of the summer, so that their people can deliver in the final quarter of the year.

In September each year, Productivity Consultant Moira Dunne shares key tips to help teams reconnect and reset.

## **Topics**

The following topics are covered:

- Reset your Mind
- Reset Your Priorities
- Reset Your Routines

# September Reset & Refocus Worksheet Moving into Authurn, review how you are feeling about the following: Your Work fit Balance Your Work Routine Your Motivation Than Motivation Other Productions Other States Other States Things I care: Start Doing Stop Doing

### **Duration and Format**

This 60-minute talk can be delivered in person or online. The interactive session includes a mixture of presentation, group discussion and a September Reset exercise.

Following the talk, we share a number of Productivity templates, plus a copy of the slides presented, to help people implement the tips and learning.

## **Presenter**

This talk is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of <u>beproductive.ie</u>

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



## **Fees**

	In-person	Online
1-Hour Talk	€450	€400
3-Hour Workshop	€750	€650
Option to record	€50	€50

- No VAT applicable
- Training delivered outside Dublin incurs a mileage expense at the standard rate of 0.55/km