

Being Productive Working at Home During Uncertainty

Team Workshop

Many employees are now working at home due to the Covid-19 restrictions. This is a new way of working for most that requires specific skills to maintain focus and get things done.

As well as this change in work practices people are dealing with increased family responsibilities and the uncertainty of what lies ahead.

The purpose of this training session is to help ease this stress while providing simple, practical tips to help people plan their time, prioritise their work and get things done at home.

Topics

An overview of the following topics are presented:

1. How our work lives have changed due to Covid-19
2. Tips for juggling work and home responsibilities
3. Knowing your priorities
4. Creating the best daily plan for your environment
5. How to stay focused with home distractions
6. Techniques for getting things done

This topic list can be modified to include other areas of interest for your team and environment.

Duration & Format

This training session will take place remotely using your remote collaboration tool such as Microsoft Teams, Zoom, WebEx or Skype. The duration can vary from an overview session of 30 minutes to a longer training session over 90 minutes.

The format is a mixture of presentation, group discussion, exercises and questions.

By the end of the session each participant will have developed their own list of actions for improvement. Participants will receive a copy of the material presented plus access to any Productivity Templates demonstrated.

Presenter

This session will be delivered by Productivity Consultant Moira Dunne.