**Being Productive Working in the New Now**

**Online Webinar**

Working at home during the Covid-19 restrictions requires specific skills to maintain focus and get things done. People are adjusting to this change while dealing with increased family responsibilities and the uncertainty of what lies ahead.

The purpose of this webinar is to provide simple, practical tips to help people minimise stress so they can: 1) prioritise their work, 2) plan their time and 3) get things done at home.

**Lunch & Learn Topics**

Here is a list of topics currently available:

* Plan your day to get things done
* Managing Distractions Working from Home
* Managing Wellbeing to Boost Productivity
* Managing Projects Working from Home
* Ways to Innovate and Create
* How to beat Procrastination
* Productive Online Meetings

Please call if you have a specific area of interest for your team.

**Duration and Format**

This webinar is delivered remotely using your preferred collaboration tool. The session generally lasts 50 minutes so it fits into the standard lunch time.

The interactive format includes:

* Introductions and requirements
* Presentation of ideas and tips via SlideShare
* Q and A session to answer specific questions

Participants will receive a copy of the material presented plus access to and Productivity articles and templates referenced during the session.

**Presenter**

This session will be delivered by Productivity Consultant Moira Dunne.