

How To Be Productive Working at Home

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.

Duration

This webinar can take place remotely using Microsoft Teams, your preferred collaboration tool. Three timeframes are available: 30 minutes, 45 minutes or 60 minutes depending on your meeting requirements.

Topics

The session includes the following topics:

1. How our work lives have changed due to Covid-19
2. Tips for juggling work and home responsibilities
3. How to prioritise work and stay on track
4. Creating the best daily plan for your environment
5. Techniques to stay focused
6. How to look after our wellbeing and reduce anxiety

This topic list can be modified to include specific areas of interest for your team.

Format

The interactive format includes:

- Introductions and requirements chat
- Presentation of Productivity tips via SlideShare
- Q and A session to answer specific questions

The amount of time spent on each section will be adjusted to fit your timeframe.

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

Presenter

This session will be delivered by Productivity Consultant Moira Dunne.