



# Time Management – Remote Working

Length: 1hr .

Delivery modes: Onsite & Virtual Presentations; Pre-recorded tutorials.

Details: As the future of work evolves to a strong remote model, it is essential to equip employees with time management principles to make 'Working From Home' (WFH) a productive option.

WFH has rapidly become the new norm. Transitioning to this working environment is proving quite difficult for many, due to multiple distractions and self-management challenges.

This webinar aims to equip employees with time management tools for increased focus and productivity.

Content is as follows:

- Setting up a designated workspace
- Creating a productive routine
- Identifying/Minimizing Distractions
- Focus Boosting Tips
- Time-saving lifestyle hacks
- Unplugging – Creating WorkLife Boundaries

Connect with WORKBLIS to discuss requirements - [hi@workblis.com](mailto:hi@workblis.com)