

Take Back Your Life™ for Executives

Course Overview

This course enhances the productivity of Executives by teaching them to create and maintain an Integrated Management System. This system uses Microsoft®Office Outlook and MPS tools to manage a constant stream of incoming electronic and voice mail communications, objectives, and projects in a centrally located, accessible and flexible system.

Executives gain focus without being hindered by the non-stop flood of required—but not necessarily urgent—input, decisions, and actions. Employing a three-phase workflow method, they immediately apply the concepts taught to their current work. The system is flexible and adapts to each participant's work style and workload.

By the end of the one-day seminar, Executives will experience a sense of relaxed, focused control, with all objectives, projects, plans, actions steps, and information organized in Outlook. Key issues addressed include: managing objectives against time and resources, creating communication structures to report on results, leading versus managing, delegating, tracking delegated items, prioritizing time, preparing for one-on-one and staff meetings, managing the calendar, e-mail overload, e-mail protocol, filing and finding data easily, dealing with interruptions, and integrating personal and professional priorities.

A pre-call is conducted prior to the eight-hour seminar to assess roles, objectives and appropriate customization. The seminar takes place in a computer lab, classroom or conference room with a combination of PCs and laptops, preferably connected to the server so participants can work in real-time.

"This is not just another time-management system. It is a detailed holistic approach that creates a paradigm shift about the way that you work. The system has allowed me to focus on my objectives and delegate projects in a manner that is fulfilling to both me and my team. As a result, I've found a significant amount of time to do the strategic thinking I need to grow my business and now have more time to spend with my family and friends."

-Liz Ross, President, Tribal DDB West
Advertising Age "Woman to Watch 2007"

Course Outline

Introduction

- Program overview
- Assessment of current objectives and challenges
- Review the MPS Workflow Model

Collecting

- Setting up an effective Collecting System
- Collecting commitments and agreements into the Outlook TaskPad

Processing and Organizing

- Setting up an effective Action System
- Creating Planning and Action categories

- Review the MPS Workflow Model
- Processing e-mail, voice mail, papers and the Outlook TaskPad using the MPS Workflow Model
- Creating a Total Life To Do list in the Outlook TaskPad
- Setting up an effective Reference System using the Outlook Personal Folder list and My Documents
- Using the MPS Four Ds to process e-mail:
 - Delete It
 - Do It
 - Delegate It
 - Defer It
- Establish an e-mail protocol:
 - Define the To, Cc, and Subject lines
 - Create meaningful e-mails

- Define a communication protocol – which digital devices to use when and where
 - Integrate handheld devices, SharePoint™ and other related Microsoft productivity technologies
- #### Prioritizing and Planning
- Set up an effective baseline calendar
 - Prioritize and plan the Outlook TaskPad
 - Plan the week against objectives and priorities
 - Maintain an Integrated Management System
 - Establish boundaries and routines that support productivity