

Whatever you've done to heighten your productivity...this refresher series will take you higher still!

## Take Back Your Life™ Enhance & Refresh Tutorial Series

### Productivity enhancement is a process, and you are in control.

Whether you've received individual coaching, attended a seminar, or are simply a fan of Sally McGhee's book on using Microsoft Outlook to get organized, there's a cost-effective, time-saving eLearning tutorial series to help you strengthen your productivity skills and improve your effectiveness. Achieve the high-performance workplace you're working hard to create with a succinct review of the fundamental concepts — using your collecting system, managing your inbox, prioritizing and planning your calendar. This series will also help you relax and regain quality time at home.

*McGhee Productivity Solutions is committed to helping organizations create high-performance cultures through focused productivity education and effective technology tools.*

*We believe in the people-ready environment. We believe in work/life balance.*

**Take Back Your Life Enhance & Refresh Tutorial Series** is a three-module program that can be viewed online anytime, anywhere — so you're never the captive of a classroom. Refresh your knowledge with:

**Module 1: Managing Your Collecting Points.** Surrender the sticky notes and free your mind of a million to-dos. Learn how to fine tune collection so you can think more strategically.

**Module 2: Controlling Your Inbox.** Get your e-mails to zero and stay there using McGhee's 4Ds for Decision Making™ e-mail processing model. If your inbox is making you react instead of act, this tutorial is your answer.

**Module 3: Prioritizing and Planning Your Calendar.** If you've lost momentum in completing your Weekly Review, here's inspiration and practical help.

### Overview

#### Module 1: Managing Your Collecting Points

- Identifying non-approved collecting points
- Setting up approved collecting points
- Customizing your collecting points
- Setting boundaries around your collecting points
- Scheduling routine time to empty your collecting points
- Keys to an effective collecting system

#### Module 2: Controlling Your Inbox

- Creating an Integrated Management System
- Setting up your reference and action systems
- Using McGhee's 4Ds for Decision Making™ — Delete it, Do it, Delegate it, or Defer it
- Processing and organizing your inbox

#### Module 3: Prioritizing and Planning Your Calendar

- Managing to a calendar instead of a to-do list
- Setting up your baseline calendar
- Conducting the Weekly Review
- Keys to the Weekly Review

**Take Back Your Life Enhance & Refresh Tutorial Series** helps you improve your personal productivity conveniently and cost-effectively. Order it today at [www.mcgheepro.com](http://www.mcgheepro.com) under products.