The MPS Workflow Model

The information contained in this model is brought to you by McGhee Productivity Solutions. It is information extracted from a system to drive focus towards completing objectives and projects, maximize productivity and improve life balance using Microsoft Outlook. If you would like to learn more about this system and our consulting services please go to www.mcgheeproductivity.com. To order a copy of Sally McGhee's book "Take Back Your Life!: Using Microsoft Outlook to Get Organized and Stay Organized" please go to www.mcgheeproductivity.com and click on the Take Back Your Life! book icon.
The MPS Four D’s for Decision Making

Delete it
• It does not relate to an objective
• You can find it somewhere else
• You will not refer to it in 3-6 months and it’s not legal and HR

Do it (less than two minutes)
• Respond and/or file

Delegate it
• Send delegation and if needed, track in Waiting For or 1:1 Category

Defer it
• Transfer to a 1:1, SNA Category or Calendar