Course Overview

The Take Back Your Life! seminar is designed to enable Microsoft Outlook users to dramatically increase their personal productivity while improving the quality of their lives. The course supports participants in creating an Integrated Management System using Microsoft Office Outlook. This system manages a constant stream of incoming electronic and voicemail communications, objectives, and projects; is centrally located, accessible as well as flexible.

By the end of the one-day session, participants will experience a sense of relaxed, focused control, with all objectives, projects, plans, action steps, and information organized in Outlook. Key issues addressed include: e-mail overload, e-mail protocol, digital communications, filing, managing multiple objectives and projects, interruptions, tracking delegated items, reading material, 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 classroom or conference room with a combination of PC’s, laptops, and tablets, preferably connected to the server so participants can work real-time. The Take Back Your Life! seminar can be condensed into a four and a half hour in-person or virtual session. Following the seminar, a one and a half hour refresher session is offered, along with on-line access to digital eLearning content. A productivity survey will be conducted a month later to measure specific results.

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 Task Pad

Processing and Organizing
- Setting up an effective Action System
- Creating Planning and Action Categories
- Review the MPS Workflow Model
- Processing email, voicemail, 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

Using the Four D’s to process email:
- Delete it
- Do it
- Delegate it
- Defer it

Establish an email protocol:
- Define the To, Cc, and Subject lines
- Create meaningful emails

Define a communication protocol – what 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

"As an IT manager, my team and the bank at large depend on me to deliver in a dynamic environment filled with information and priorities. I am not only more productive in the true sense of the word at work, but I also have greater balance in my personal life as well. Thank you McGhee for an integrated life management system!"

-Kent Joshi Manager, TSG Hosting Solutions Major Financial Institution