



Administrative Assistant Learns Skills to Take Back His Life!®

Achieves Promotion in the Process

Customer

Joel Sutliff worked as an Administrative Assistant at Goodwill Industries of Denver, supporting the Chief People and Chief Marketing Officers. His duties included understanding and supporting his executives' top priorities, managing their calendars and helping to drive and organize their projects.

Goodwill Industries of Denver is a non-profit dedicated to providing career development and employment opportunities to help Coloradans in need achieve self-sufficiency, dignity and hope. They serve over 26,000 Coloradans.

Challenge

Sutliff found himself struggling to get it all done. He felt like each day was spinning out of control; the only constant was an overflowing inbox. He found himself operating in a state of 'reactivity'. Essentially, instead of being proactive, he was consistently reacting to needs and requests. On Sunday afternoons he'd find himself dreading Monday morning and all the unfinished projects, tasks and emails waiting for him at the office.

At home, he was often pre-occupied with work. When he spent time with his family, he was frequently checking email on his phone or thinking about tasks and projects that needed to be accomplished and wondering what unanticipated challenges would await when he arrived at work on Monday morning.

Customer

- Joel Sutliff
- Administrative Assistant, Goodwill Industries of Denver
- Supporting two C-Level Executives

Challenge

- Reactivity
- Work-Life Balance
- Unable to get it all done

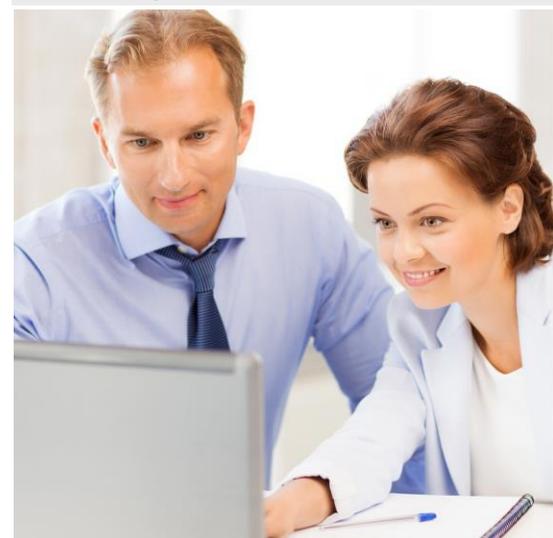
Solution

- [Take Back Your Life 1:1](#)

Results

- Moved to a state of proactivity
- Felt a sense of control
- Inbox-Zero
- Able to disconnect from work
- Promotion

Following Joel Sutliff's Take Back Your Life 1:1 with his MPS Consultant, he received his dream promotion



Solution

Sutliff's boss had worked with [McGhee Productivity Solutions](#) in the past and scheduled a [Take Back Your Life 1:1](#) as part of Joel's professional development. A certified consultant came to his office to consult and offer a desk-side productivity coaching experience. The consultant began with an assessment process to understand Sutliff's personal and professional challenges, along with his goals. Based on the information identified during the assessment, the consultant provided training on how to set up a customized productivity system that would support Sutliff's key objectives and ensure that he maintained focus on the priority projects for his role. There was also consultation to identify and address Joel's limiting beliefs around his work which was negatively impacting his daily productivity. Finally, he was also taught strategies to manage his inbox and his time along with skills to "manage up" with his immediate supervisors.

Results

Sutliff now works in a state of proactivity. His day is planned out on his calendar and he achieves inbox-zero at the end of every day. He is able to focus on his key projects and priorities with less distraction due to the methods and change of mindset he experienced through the process. Following his [Take Back Your Life 1:1](#) training, Sutliff was promoted to Grants Coordinator. He firmly believes that this promotion was a direct result of his newfound productivity and accomplishments.

After his Take Back Your Life 1:1, Sutliff was able to disconnect from work at the end of each day and focus on his family and his personal life. His experience with McGhee Productivity Solutions was so powerful, he chose to come work with them as a delivery and training consultant in 2018, helping others achieve the same life-changing results!

Average Results for Participants



64% reduction of the average number of emails within inbox



Gain 10 days back a year that were previously spent working outside of the normal 9-5 day



22% more of their tasks and calendar appointments directly align with objectives



49% more time is scheduled on the calendar, prioritizing getting the RIGHT things done



14% more in control at the end of the day

"I no longer work in my inbox. I work from my calendar and every single day, my inbox is at zero when I leave the office. It's exciting."

Joel Sutliff
Former Executive Assistant
Goodwill Industries of Denver

The most valuable part of the experience was that it was customized to me: my workflow, my personal habits, my experience. It was customized to Joel.

Contact MPS to schedule Your 1:1 consultation and Take Back Your Life![®] today!

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