

# Optimizing Take Back Your Life!

## COURSE OVERVIEW

McGhee Productivity Solutions' Optimizing Take Back Your Life! (OTBYL) series revisits key principles from the standard Take Back Your Life!® (TBYL) course, while exploring new concepts to help further personal productivity. These four courses are the result of frequent requests by clients for ways to make Take Back Your Life! more sustainable while also addressing new and pressing topics in the corporate world. **OTBYL: Breaking Old Habits** explores the most common old habits that hinder the adoption of MPS' proven productivity methodologies and how to break them. **OTBYL: OneNote** teaches participants how to utilize Microsoft OneNote for organizing and taking meeting notes, tracking project plans, storing research notes and integrating action items with Outlook. **OTBYL: Project Coordination** helps participants manage projects of all sizes, organize information related to their projects and figure out what tool to use for what purpose. **OTBYL: Personality & Productivity** explores increasing personal productivity based on individual behavioral communication styles.

*"Another outstanding program. These courses and Take Back Your Life! are the best courses I've ever taken. The topics were very relevant to my everyday struggles – I'd love for everyone on my team to take these courses!"*

**-Participant, Fortune 500 Consulting Firm**

### Key Issues Addressed:

- Retention of TBYL principles
- Old habits hindering TBYL adoption
- Using OneNote as a productivity tool
- Coordinating projects of all sizes
- Maximizing productivity based on personality style

### Key Results:

- Better understanding of Take Back Your Life! principles
- New mindsets to increase productivity
- Increased utilization of Microsoft tools and knowledge of which tool to use for which purpose
- A system for coordinating projects in place
- Understanding of individual personality style and how to maximize productivity based on it

These courses are designed for Take Back Your Life! graduates. They can be delivered individually, or combined as a several day, intensive training. A pre-call is conducted prior to each 8-hour seminar to assess roles, objectives and appropriate customization. Interviews can be conducted with colleagues prior to the session to ensure participants are getting an outside-look on how to be their most productive. These seminars take place in a classroom or conference room with PC's, or laptops, preferably connected to the server so participants can work real-time. MPS offers a variety of sustainability materials to ensure full retention of this program including access to eLearning. A productivity survey will be conducted a month later to measure specific results.

## COURSE OUTLINE

### OTBYL: Breaking Old Habits

- What is a mindset?
- Discussion of what's working and what's not
- How to create a new mindset
- Calendar boundaries
- The Weekly Review
- Managing interruptions
- High-quality to-do lists
- Action and reference systems

### OTBYL: OneNote

- OneNote basics
- Clearing the mind
- Minimizing interruptions
- Organizing a reference system and tasks
- Effectively process email
- Using the calendar to plan
- Establishing routines to optimize personal productivity

### OTBYL: Project Coordination

- Clarify action vs. reference
- Revisit To-Do bar settings
- Using Tasks, Excel and OneNote for reference
- Understanding which tool to use for what purpose
- Collecting
- Delegating and deferring effectively
- Prioritizing and planning
- Strategic Next Actions
- The Weekly Review

### OTBYL: Personality & Productivity

- Understanding the assessment
- Style and Productivity
- Handling workflow, email, tasks and people based on your style
- Style & Calendar
- Communicate productively
- Style adaptation
- Preventing & handling stress
- Create a personal action plan to increase productivity