

Take Back Your Life!® 1:1 for Executive Administrators

COURSE OVERVIEW – 1:1

Take Back Your Life! 1:1 for Executive Administrators (EA's) is a customized, desk-side coaching experience. This highly impactful session is designed to enable EA's to dramatically increase their productivity, and the productivity of their Executive, while creating a greater work-life balance for themselves. This program supports participants in creating an approach to using Microsoft Outlook to manage their constant stream of communication, tasks and projects. EA's will gain insight to help spark behavioral change and adoption of proven productivity principles. This coaching session is an opportunity for EA's to generate higher levels of empowerment in their roles, while simultaneously allowing them to build powerful partnerships with the Executives they support.

By the end of this program, participants will experience a sense of control through an organized, focused approach to their objectives, projects, plans and action steps.

Key Issues Addressed:

- Email overwhelm
- Ineffective communication
- Excessive work hours
- Incomplete tasks and missed deadlines
- Inefficient reference systems
- Inability to manage objectives and projects
- Constant Interruptions
- Lack of focus with unclear priorities

Key Results:

- A personalized email processing system
- Improve communication practices
- Save up to 11 hours per week
- Increase accountability and integrity
- Create a streamlined organization system
- Set up a Baseline Calendar
- Establish work-time boundaries
- Focus on getting the right things done

"I have been promoted from the EA position to the Grants Coordinator/Lead position! I want to express my personal thanks to MPS as your coaching/guidance helped to set me up for success and position me well to do this very challenging work while raising a 2 year-old and 10 month old and supporting my wife's new small business. Thank you TBYL!"

-Joel Sutliff, Grants Coordinator/Lead, Goodwill Industries of Denver

This 8-hour, desk-side coaching program is prefaced by a one-hour pre-call to create goals for the session. A MPS facilitator will assess the EA's role and business objectives to create the appropriate customizations. 360 Interviews are strongly suggested with colleagues prior to the session to help the participant get an outside look on how to be their most productive. Following the in-person coaching session, 3 one-hour coaching calls are provided to ensure adoption, as well as unlimited email support. MPS offers a variety of sustainability materials to ensure full retention of this program including the Optimizing series and access to eLearning.

COURSE OUTLINE

Collecting

- Assessment of current objectives and challenges
- Review the MPS Cycle of Productivity
- Setting up an effective Collecting System
- Collecting commitments and agreements into the Outlook Task Pad

Processing & Organizing

- Setting up an effective Action System
- MPS Workflow Model
- Creating a Total Life To-Do list in the Outlook TaskPad
- Setting up an effective Reference System
- Using the Four D's to process email: delete, do, delegate, defer
- Establish an email protocol
 - Define the To, Cc, and Subject lines
 - Create meaningful emails
- Define a communication protocol
- Integrate devices, SharePoint and other related Microsoft technologies

Prioritizing & 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