

Take Back Your Life!® for Executives

COURSE OVERVIEW - Group

The Take Back Your Life! for Executives group seminar enables Microsoft Outlook users to drive sustainable change, make measurable improvements in their productivity and focus, and increase performance by blending theory, tools, and behavioral change. This program is unique in that MPS provides practical application that supports Executives in creating an immediately implementable approach to using Microsoft Outlook to manage their daily workload.

By the end of the one-day session, Executives will experience a sense of relaxed, focused control with all objectives, projects, plans, action steps and information organized in Outlook.

Key Issues Addressed:

- Email overwhelm
- Effective communications
- Efficient reference systems
- Managing objectives and projects
- Reducing interruptions
- Delegation
- Integrating personal and professional priorities

Key Results:

- Save up to 11 hours of time per week
- Reductions in email received/stored in the inbox
- Less time spent in meetings
- Reduced interruptions and time looking for information
- Increased work-life balance and sense of control
- More hours per week on key objectives

“Your course has been catalytic to incredible transformation to our office culture. In fact, we regularly celebrate just how few emails we all have in our inboxes. My life has been forever changed!”

-Joe, Executive, Fortune 500 Consulting Firm

A pre-call is conducted prior to the 8-hour seminar to assess roles, objectives and appropriate customization. Interviews can be conducted with colleagues prior to the session to ensure Executives are getting an outside-look on how to be their most productive. The seminar takes place in a classroom or conference room with PC’s, or laptops, preferably connected to the server so participants can work real-time. The Take Back Your Life! group seminar can be condensed into a 4.5-hour in-person or virtual session. MPS offers a variety of sustainability materials to ensure full retention of this program including *Simple Solutions* emails, refresher sessions, the Optimizing series and access to eLearning. A productivity survey will be conducted a month later to measure specific results.

COURSE OUTLINE

Collecting

- Program Overview
- Assessment of current objectives and challenges
- Review the MPS Workflow Model
- Setting up an effective Collecting System
- Collecting commitments and agreements into the Outlook Task Pad

Processing & Organizing

- Setting up an effective Action System
- Creating Planning and Action Categories
- MPS Workflow Model
- Processing email, voicemail, papers, and the Outlook TaskPad
- 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 handheld devices, SharePoint and other related Microsoft productivity 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