Take Back Your Life!®

COURSE OVERVIEW - Group

The Take Back Your Life! 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 participants in creating an immediately implementable approach to using Microsoft Outlook to manage their daily workload.

By the end of the one-day session, participants will experience a renewed sense of control with their most important objectives, projects, and tasks organized in Outlook.

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:
- Create an 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

"As an IT manager, my team and the company 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, MPS for an integrated life management system!"

-Kent Joshi Manager, TSG Hosting Solutions Major Financial Institution

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 participants 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