Creating Cultures of Productivity

Using Alignment, Accountability, Workflow Management, Digital Fluency, and Well-Being to maximize effectiveness at the organizational, team, and individual levels of companies around the world
McGhee Productivity Solutions (MPS) is a consulting firm specializing in increasing productivity at the organizational, team, and individual levels of a company. We have a strong philosophy about what makes a culture productive, centered around five specific disciplines: Alignment, Accountability, Workflow Management, Digital Fluency, and Well-being. We believe that for organizations to be truly productive, they must be aligned across these five areas, with positive behavioral change through internal paradigm shifts.

**MPS Productivity Philosophy**

**Well-Being**
The journey of increasing productivity does not end at the office. In order to be truly productive, personal goals and wellness must be fostered in support of professional ones.

**Digital Fluency**
Mastering and staying current on technology directly impacts daily productivity; therefore, it is critical to understand how to leverage the right technology to support your role and performance outcomes.

**Alignment**
In order to create powerful focus and reduce distractions and conflicts, teams need to be aligned around key goals, strategies, and with each other.

**Accountability**
Accountability creates high functioning work teams that are responsible, trusting, and direct. There are different levels of accountability that require different types of awareness and skills.

**Workflow Management**
Workflow Management explores how information is received, processed, and acted on from both an individual and systems perspective. This exploration identifies the paradigm shifts necessary for individual productivity transformation and helps to create the most efficient processes in systems.

“Productivity is a broader cultural change than time management; it requires more thought and leadership to implement effectively.”

- Sally McGhee, Founder & CEO
Alignment

Teams need to be aligned around key goals, strategies, and with each other for optimal productivity. Alignment creates powerful focus and reduces distraction and conflict. MPS provides a proven framework to ensure your teams are aligned for success. Aligned teams achieve quicker decision making and trust, greater focus on key strategies, and an improved percentage of goals achieved.

Programs

Alignment Program

Alignment is a critical element in a culture of productivity. When staff are in alignment with the organization’s goals, the team’s goals, and their personal goals, it’s powerful. Alignment is not always easy to do, but when achieved, it creates a high-performing strategic team. The Alignment Program focuses on learning from the past year; reviewing celebrations, disappointments and productive course corrections, which leads to higher levels of accountability, understanding, transparent communication and connection. A paradigm shift is created based on how teams relate and work together. The teams then focus on aligning with the company’s mission, vision, and values. This process uncovers confusion and conflict, and it creates more accountability, responsibility, and results.

Executive 1:1

This customized leadership experience is a one-on-one, desk-side coaching program. This transformational experience is designed to enable executives to dramatically increase their productivity while creating greater balance in life. Executives will gain insight on the need for alignment and accountability in their organization, and it will help them to spark behavioral change and adoption of proven productivity principles. This coaching session will help executives understand what they do and don’t have control over, all while assisting them in identifying leadership challenges, opportunities, and solutions.

What Can Alignment Do for You?

- **67%**
  - Increase in Time Spent on Strategic Initiatives

- **36%**
  - Increase in Tracking Delegated Items

- **17%**
  - Decrease in Employee Turnover

*Based on customer pre- and post-program effectiveness surveys*
Accountability

Accountability creates high functioning work teams that are responsible, trusting, and direct. There are different levels of accountability that require different awarenesses and skills. MPS has a proven framework that supports a culture of accountability stemming from personal paradigm shifts to team approaches for tracking accountability to improve percentage of goals achieved.

Programs

Cultivating Accountability

When your team is aligned with organizational, team, and individual goals, accountability becomes a key factor to deploy and implement those goals. There are many levels of accountability within an organization based on the different roles. It is important to know how your staff currently handles accountability given most people do not like to be held accountable nor do they like to hold others accountable. This program is tailored to the audience, their role, and the level of accountability they need to engage in to support the organization's culture and goals. It explores accountability in three parts: the tactics, what hinders it, and how to take responsibility to achieve it.

Accountability Program

The Accountability Program works in tandem with client's annual plans to ensure proactive and effective execution. This program focuses on creating a tailored accountability system ensuring that a greater percentage of annual goals are met each year. Leaders will learn a proven system to empower their staff to initiate and participate fully in accountability conversations while staying on track with their objectives. Throughout the year, staff will report on progress weekly, monthly and quarterly through a series of dashboards and meetings, focusing on how to reduce gaps, be more strategic, and leverage and learn from mistakes.

What Can Accountability do for You?

- **31%**
  - Increase in More Effective Use of Time at Work

- **36%**
  - Increase in Prioritizing and Sequencing Initiatives

- **50%**
  - Increase in Completing Goals that Have a Plan

*Based on customer pre- and post-program effectiveness surveys*
Workflow Management

Workflow Management improves how information is received, processed, and acted on from both an individual and systems perspective. This exploration identifies paradigm shifts necessary for individual productivity transformation, which creates the most efficient processes in systems. The end result is more effective standards and protocols, effective communication across teams, and a greater sense of clarity and relaxation while accomplishing tasks.

Programs

Take Back Your Life!
Take Back Your Life® is one of the cornerstones within the Workflow Management discipline. It enables Microsoft Outlook and Google Suite users to make measurable improvements in their personal productivity by blending theory, technology, and behavioral change. This program provides practical application that is immediately implementable. By the end of the session, participants will experience a renewed sense of control with their most important objectives, projects, and tasks. The result is more focus, relaxation, and a greater emphasis on work-life balance.

Take Back Your Life! 1:1
The Take Back Your Life® 1:1 coaching session is designed for individuals wanting to receive a hands-on, customized workflow management approach to their unique schedule, corporate objectives, career path and personal life. This highly impactful process is designed to enable individuals to dramatically increase their productivity and effectiveness, while also achieving greater well-being. Participants will be able to immediately implement new workflow management principles and create a better working relationship with their team.

Optimizing Take Back Your Life! Series
Continue your teams’ Workflow Management learning journey using the Optimizing Take Back Your Life® (OTBYL) series to deepen skills, behavioral changes, and growth. Each course is tailored to the audience and skills that they most need to help them do their jobs, align with broader Professional & Learning Development strategies, and their career paths.

OTBYL Programs: Breaking Old Habits, Microsoft OneNote, Project Coordination, Personality & Productivity, and Concise Correspondence.

What Can Workflow Management Do for You?

- **89%** Reduction in Emails Stored in the Inbox
- **41%** Decrease in Time Spent Looking for Information
- **40%** Increase in Overall Sense of Control at the End of the Day

Based on customer pre- and post-program effectiveness surveys
Workflow Management

Programs Continued

Workflow Alignment
Effective workflow enables teams to cooperate and work together to support the most important strategic goals. Optimizing and standardizing workflows across teams reduces ineffective approaches and sets the foundation for a broader culture of productivity. Creating culture change starts with leaders and key stakeholders aligning on specific protocols that make the biggest impact on the team or division’s workflow management and goals. By standardizing procedures related to workflow, this program fosters a more efficient culture with better communication and higher goal achievement. This scalable program helps to create sustainable behavioral changes that increase productivity.

Driving Productivity Through Microsoft Teams
Microsoft Teams is a transformational program designed to reinvent team organizational communication, collaboration, and overall productivity. This seminar is designed to help integrate Microsoft Teams into an organization’s culture by improving collaboration, transparency, communication, and ineffective workflow. This program will help participants understand when and how to use Teams in relation to their role and other software applications. On a tactical level, participants will learn to streamline cycles of action, reduce email volume and time looking for information, and achieve greater team performance and alignment.

What Can Workflow Management Do for You?

79%
Increase in Time Spent on Important Objectives

35%
Improvement in the Perception of Work-Life Balance

37%
Decrease in the Number of Hours Spent in the Inbox Each Day

“\nWe are so busy sometimes that we rarely stop to ask ourselves, “Is there a better way to do this?” Everyone’s workflow can be reduced and standardized to move quicker and produce results sooner. Right now, people react to their work and to their email; they’re not proactive enough about it.

- Sally McGhee, Founder & CEO

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Digital Fluency

Mastering and staying current on constantly evolving technology directly impacts daily productivity, therefore, it is critical to understand how to leverage the right technology to support your role and performance outcomes. MPS provides education on a variety of Microsoft productivity tools to ensure you are up-to-date on the latest technology and are using software tools as effectively as possible.

Programs

Microsoft Tool Training
Maximizing proficiency in Microsoft Productivity tools is something that every business professional, regardless of their role, needs. MPS is a longtime Microsoft Certified Partner providing trainings that focus on increasing participants’ efficiency and effectiveness while using Microsoft software.

Teams
Microsoft Teams is a powerful new collaboration and productivity tool that many organizations and individuals are not using to its full potential. MPS will give participants an overview to the uses and benefits of Microsoft Teams.

OneNote
MPS helps individuals utilize Microsoft OneNote for recording and organizing meeting and research notes, tracking project plans, and integrating action items with Outlook and Teams.

PowerPoint
The MPS PowerPoint training is a hands-on program where you will learn the details of building PowerPoint presentations, including: transitions, animations, adding audio and video, grouping images and text boxes, and presentation tools.

Excel
MPS offers beginner and advanced Excel trainings to increase proficiency. The beginner’s course covers basic tasks such as inputting data, formatting cells, conducting calculations, adding new rows and columns, and viewing and printing a spreadsheet. The advanced course covers tasks such as working with multiple sheets, advanced formulas and functions, and pivot tables.

What Can Digital Fluency Do for You?

- 94% Reduction of Errors in Data
- 85% Increase in Productivity
- 39% Increase in Collaboration on Projects

Based on customer pre- and post-program effectiveness surveys

"I thought the class was very useful. I have been using Excel but this has showed me several shortcuts and ways to complete tasks easier. I feel like I can navigate better through the spreadsheets I work in on a daily basis.

- Anonymous, Fortune 500 Consulting Firm"
Well-Being

The journey of increasing productivity does not end at the office. In order to be truly productive, personal goals and wellness must be fostered in support of professional ones. MPS focuses on programs that improve overall wellness across work and personal life, supporting well-rounded and healthy individuals.

Programs

Executive Coaching
Our Executive Coaching program is tailored to high performance staff and leaders wanting to improve and develop more sophisticated leadership skills. This program is customized around key performance indicators, assessments and peer interviews. It supports leaders in implementing the methods and principles of alignment, focus, integrity and accountability that they want to see embraced throughout their organization. Coaching creates opportunities for executives to dramatically increase their results and work/life balance. Continuing education is an important component of improving skills and staying sharp; each individual leader is provided a tailored program geared towards his/her desired outcome.

360° Whole Life Coaching
360° Whole Life Coaching teaches leaders to lead from the inside out, enabling them to be a more authentic and well-rounded leader. This program has a holistic approach to producing results, working in all areas of a leader’s personal and professional life. It connects an individual with their core mission and values, which helps them leverage their contributions as a leader at work. By reviewing and improving each area of their life: career, finance, home, well-being, leisure, relationships, and service, leaders are empowered to move to a different level of contribution at work. In other words, by taking care of themselves they are better equipped to take care of others, enabling them to lead with greater integrity, strength from a truly empowered place.

What Can Well-Being Do for You?

80%
Increase in Self-Confidence

33%
Increase in Disconnecting on Days Off

72%
Improved Communication Skills

Based on research done by The Coaching Tools Company

“...This has helped with everything from group communication to sales situations, to individual situations, to leadership opportunities, to problem personnel situations, to recruiting and beyond.”

- Tim Enwall, Tendril Networks Inc.
Contact us today to see how MPS consulting can help your organization become more productive

www.McGheePro.com — info@mcgheepro.com

About MPS

Based in Denver, Colorado, we are a consulting firm specializing in creating cultures of productivity at the organizational, team, and individual levels of companies. Founded in 2003 by pioneer in productivity and author of Take Back Your Life!™, CEO Sally McGhee, MPS has helped thousands of clients from Fortune 500 companies to small and medium-sized businesses optimize their productivity and deliver measurable, sustained results. Based in Denver, Colorado, MPS has rapidly grown to have global presence, serving clients around the world.

How We Can Help You

Individuals
• Create clarity on achieving the right actions to support org goals
• Provide vastly increased productivity through improved information processing and digital education
• Support well-being in and out of the workplace for well-rounded productivity and leadership

Teams
• Create high functioning work teams centered around accountability and measured performance, resulting in a higher percentage of goals achieved
• Ensure organizational goals are implemented with shared leadership, motivation, and communication on teams

Organizations
• Drive a company-wide culture of productivity based on the five MPS productivity disciplines
• Create alignment across company-wide goals, cascading them down to all levels
• Enable focused, empowered, and inspired employees working towards shared ownership of organizational mission

A Few of Our Clients

flex
Microsoft
Disney
Marriott
BOEING

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