



Take Back Your Life!® - Group

What is Take Back Your Life®?

The Take Back Your Life! group seminar enables Microsoft Outlook users to drive sustainable change, make measurable improvements to 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.

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.

Key Issues Addressed

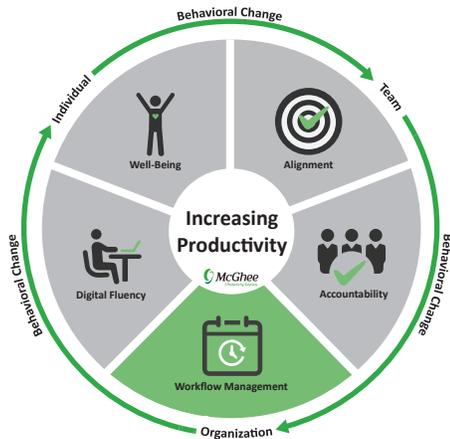
-  Inability or difficulty managing objectives and projects
-  Lack of focus with unclear priorities
-  Working excessive hours each week
-  Congested and overwhelming email inbox

Key Results

-  Establish personal and professional boundaries to support productivity
-  Focus on getting the right things done
-  Gain back about 11 hours each week
-  Implement an effective and proactive approach to email

“This class not only changed my professional life, it has helped me manage my personal life as well. I’m now carving out time for fun with family and friends!”

- Patricia Harris, IHS Markit



Sustainable Change

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. 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.

Example Results from Previous Participants

63% Decrease in the amount of emails stored in the inbox

34% Increase in the perception of work-life balance

Course Outline

Collecting

- Program Overview
- Managing Interruptions
- Capturing Commitments
- Building an Effective Collecting System
- Setting up the Outlook To-Do Bar
- Clearing the Mind

Processing and Organizing

- Review the Action Hierarchy Model
- Using Categories in the Outlook To-Do Bar
- The Workflow Model and the Four D's for Decision-Making
- Email Processing
- Writing Effective Emails
- 365 reference tools

Prioritizing and Planning

- The Calendar as a Productivity Tool
- Creating a Baseline Calendar
- Integrating Tasks from the Outlook To-Do Bar
- The Weekly Review
- Creating Boundaries and Routines that Support Productivity

