



Optimizing Take Back Your Life Series

What is the Optimizing Take Back Your Life Series?

McGhee Productivity Solutions' (MPS) Optimizing Take Back Your Life! series (OTBYL) revisits key principles from the standard Take Back Your Life!® (TBYL) course, while exploring new concepts to help further personal productivity. These four courses are the result of frequent requests by clients for ways to make TBYL more sustainable, while also addressing new and pressing topics in the corporate world.

- **OTBYL: Breaking Old Habits** explores the most common old habits that hinder the adoption of MPS' proven productivity methodologies and how to break them.
- **Concise Correspondence** helps you tailor your writing style for your audience, write for recipient comprehension, and ensure that the writing style matches the proper situation.
- **OTBYL: OneNote** teaches participants how to utilize Microsoft OneNote for organizing and taking meeting notes, tracking project plans, storing research notes, and integrating action items with Outlook.
- **OTBYL: Personality & Productivity** explores increasing personal productivity based on individual behavioral communication styles.
- **OTBYL: Project Coordination** helps participants manage projects of all sizes, organize information related to their projects, and figure out what tool to use for what purpose.

Course Specifics

These courses are designed for Take Back Your Life! graduates. They can be delivered individually, or combined as a multi-day intensive training. A pre-call is conducted prior to each seminar to discuss the team or department's roles, objectives, and desired customizations. 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. These seminars take place in a classroom or conference room with computers or laptops, preferably connected to the server so participants can work real-time.



Alignment



Accountability



Workflow
Management



Digital Fluency



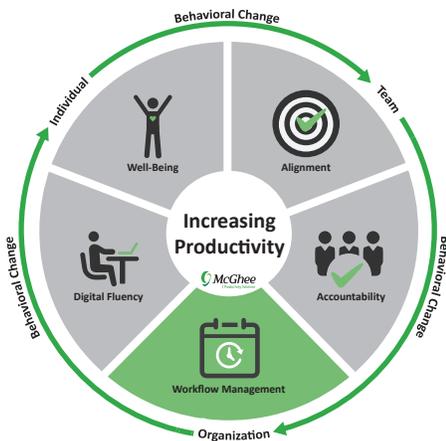
Well-Being

Key Issues Addressed

-  Difficulty sustaining Take Back Your Life! information and practices
-  Poor adoption of new digital tools at an organizational or department level
-  Increasing levels of conflict among employees
-  Trouble managing and organizing projects, tasks, and deadlines each week
-  Internal emails that are long, difficult to read, and fail to clarify desired outcomes

Key Results

-  Increased sustainability of the Take Back Your Life! program
-  Clear understanding around what tool to use for what purpose
-  An awareness on how personalities can affect productivity and workplace conflict
-  More efficient approach to creating a workflow management system
-  Streamlined communication methods that help you tailor your business writing



Measurable Change

Sustainability is a key component of this program, which is why your MPS consultant will help you with any questions or concerns you may have throughout the process. Additionally, we will conduct pre- and post-seminar surveys to show you the measurable change that the Workflow Alignment program produced for your team or department.

Example Results from Previous Participants

25% Increase in distinguishing which tool to use for what purpose

19% Increase in creating structured project plans

“I found the webinar helpful in leveraging the TBYL foundations I’d previously learned to more effectively plan, track, and make progress on my projects. The instructor did a great job of addressing critical questions and keeping things moving.”

- Donald Sharp, Citi



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Well-Being

Course Outlines

Breaking Old Habits

- What is a mindset?
 - Discussion of what's working and what's not
 - How to create a new mindset
 - Calendar Boundaries
- The Weekly Review
 - Managing Interruptions
 - High quality To-Do Lists
 - Action and reference systems

Concise Correspondence

- *Lesson 1: Introduction* - 5 P's of business writing and why it's important
 - *Lesson 2: Purpose* - Knowing your purpose
 - *Lesson 3: Perspective* - Knowing your reader and audience
- *Lesson 4: Points* - Clarifying your points
 - *Lesson 5: Prettiness* - Effective models for communication
 - *Lesson 6: Proof* - How to effectively edit your work

OneNote

- OneNote basics
 - Clearing the mind
 - Minimizing interruptions
 - Organizing a reference system and tasks
- Effectively processing email
 - Using the calendar to plan your day
 - Establishing routines to optimize personal and professional productivity

Personality and Productivity

- Understanding the assessment
 - Style and productivity
 - Handling workflow, emails, tasks, and people based on your style
- Style and calendar
 - Communicate productively
 - Preventing and handling stress
 - Create a personal action plan to increase productivity

Project Coordination

- Clarify action versus reference
 - Revisit To-Do bar settings
 - Using Tasks, Excel, and OneNote for reference
 - Which tool to use for what purpose
- Collecting
 - Delegating and deferring effectively
 - Prioritizing and planning
 - Strategic Next Actions
 - The Weekly Review

