

Take Back Your Life!® - 1:1

What is Take Back Your Life® 1:1?

Take Back Your Life! 1:1 is a completely customized desk-side coaching program that enables individuals 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 the individual in creating an immediately implementable approach to using Microsoft Outlook to manage their daily workload. This coaching session is an opportunity for individuals to create greater levels of empowerment in their role.

This 8-hour, desk-side coaching program is prefaced by a one hour pre-call to create goals for the session. A MPS facilitator will assess the leader’s role and business objectives to create the appropriate customizations. 360 Interviews are strongly suggested with colleagues prior to the session to help the participant get an outside look on how to be their most productive.

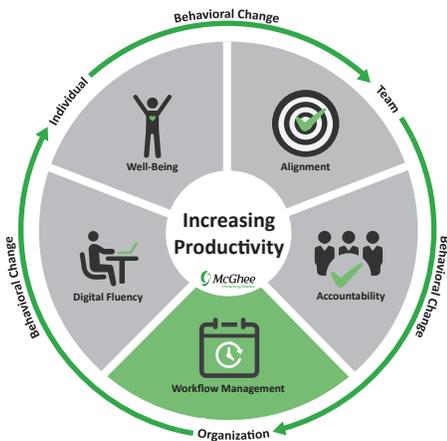
Key Issues Addressed

-  Inability or difficulty managing objectives and projects
-  Struggling to delegate projects and tasks
-  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 yourself and delegating the rest
-  Gain back up to 11 hours each week, as well as an improved work-life balance
-  Implement an effective and proactive approach to email

“Results of these sessions exceeded my expectations. The personal consulting improved my home life so much that it allowed me to use my time-management and organizational tools at work more effectively.”
 - Jerry G, CIO of a Finance Company



Sustainable Change

Following the in-person coaching session, 3 one-hour coaching calls are provided to ensure adoption, as well as unlimited email support. 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 can be conducted a month later to measure specific results.

Example Results from Previous Participants

93% Decrease in the amount of emails stored in the inbox

40% Increase in sense of control at the end of the day

Course Outline

Collecting

- Assessment of current objectives and challenges
- Review the MPS Cycle of Productivity
- Setting up an effective collecting system
- Collecting commitments and agreements into the Outlook Task Pad

Processing and Organizing

- Setting up an effective Action System
- Establish an email and communication protocol
- MPS Workflow Model
- Using the 4 D's of Decision Making
- Creating a to-do list in the Outlook Task Pad
- Integrating other devices

Prioritizing and Planning

- Setting up an effective baseline calendar
- Prioritize and plan with the Outlook Task Pad
- Plan the week against objectives and priorities
- Maintain an Integrated Management System
- Establish boundaries and routines that support productivity

