

Training

# Grad Series Courses



## Streamline Your Productivity by Taking MPS Grad Series Courses

Our tailored Grad Series courses revisit key principles from the standard Take Back Your Life course, while exploring new concepts to help further fine-tune personal and professional productivity. The following courses are the result of frequent requests by clients to have access to multiple avenues of making Take Back Your Life methodologies more sustainable, while also addressing new and pressing topics for learners.

- **Breaking Old Habits**  
This course explores the most common old habits that hinder the adoption of our proven productivity methodologies and how to break them.
- **Learning Concise Correspondence**  
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.
- **Integrating Microsoft® OneNote®**  
This OneNote course teaches participants how to transform note-taking into an organized system by organizing and taking meeting notes, tracking project plans, storing research notes, and integrating action items with Outlook.
- **Understanding Personality and Productivity**  
This course explores increasing personal productivity based on individual behavioral communication styles.
- **Learning Productive Project Coordination**  
Participants can now learn to manage projects of all sizes, organize information related to their projects, and figure out what tool to use for each desired purpose.

## Grad Series Course Specifications and Outlines

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.

### Breaking Old Habits

- What is a mindset?
  - Discussion of what's working and not working
  - How to create a new mindset
  - Calendar Boundaries
  - The Weekly Accountability Review
  - Managing interruptions and dealing with distractions
  - High quality To-Do lists
  - Action and reference systems
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### Learning Concise Correspondence

- 5 P's of business writing and why it's important
  - Purpose- knowing your purpose
  - Perspective- knowing your reader and your audience
  - Points- clarifying your points
  - Effective models for communication
  - How to effectively edit your work
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### Integrating Microsoft® OneNote®

- OneNote basics
  - Clearing the mind
  - Minimizing interruptions and dealing with distractions
  - Effectively processing email
  - Using the calendar to plan the day
  - Establishing routines to optimize productivity
  - Organizing a reference system and tasks
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### Understanding 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 for productivity
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### Learning Productive Project Coordination

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

### Challenges

-  Trouble managing and organizing projects, tasks, and deadlines each week
-  Increasing levels of conflict among employees
-  Difficulty retaining and sustaining the workflow processes introduced in Take Back Your Life!
-  Poor adoption of new digital tools at an organizational or departmental level

### Results

-  More efficient approach to creating your Integrated Management System
-  An awareness on how personalities can affect productivity and workplace conflict
-  Increase sustainability of the Take Back Your Life! course
-  Clear understanding around what tool to use for what purpose

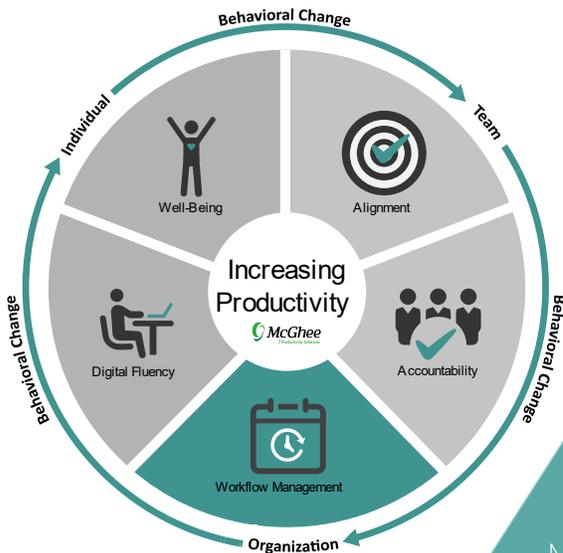
### Previous Participants Found:

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

**60%** Increase in creating structured project plans

“I’m already much more organized than I’ve ever been. The course was also a nice refresher of some of the TBYL basics. The instructor did a great job of addressing critical questions and keeping things moving.”

- Donal Sharp, Citi



## Create a Culture of Productivity

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.

MPS has a firm belief that optimal productivity is achieved when there is an alignment within five key disciplines: Well-Being, Alignment, Accountability, Workflow Management, and Digital Fluency. Most of our grad series courses fall within the Workflow Management discipline.

Contact MPS today to learn how you can gain back time to focus on the things that matter most!