

Coaching

# Take Back Your Life! 1:1 Coaching

This coaching program is designed to increase personal and professional productivity, while fostering better work/life balance to give you more time for things that matter most.







## It's All About Gaining Back Control of Your Life

The pace of work and life today is exponentially greater than what previous generations dealt with. Emails flood in constantly, back-to-back meetings fill calendars, and projects have multiplied to stay competitive and relevant. We are working longer hours and are more overwhelmed than ever just to keep up.





The Take Back Your Life! course is a calm amidst the storm in a world of too much to do. This custom and individualized leadership experience is a highly impactful session designed for individuals to gain control and dramatically improve their individual performance, targeted to increase productivity at an organizational level.

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.

### Primary Issues Addressed

-  Inability or difficulty managing objectives and projects
-  Struggling to delegate projects and tasks
-  Working excessive hours each week
-  Congested and overwhelming inbox

### Key Results & Takeaways

-  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

## Course Outline

### Pre-Coaching Evaluation

- Assessment of objectives and challenges
- Review cycle of productivity
- Setting up an effective collective system
- Collecting commitments into Outlook

### Organization & Infrastructure

- Setting up an Effective Collecting System
- Establishing Communication Protocols
- 4 D's of Decision Making
- Creating To-Do list in Outlook
- Integrating all devices

### Assessment & Tracking

- Setting up a baseline calendar
- Planning with Outlook task pad
- Weekly objective planning
- Maintain an Integrated Management System
- Establish boundaries and routines that support productivity

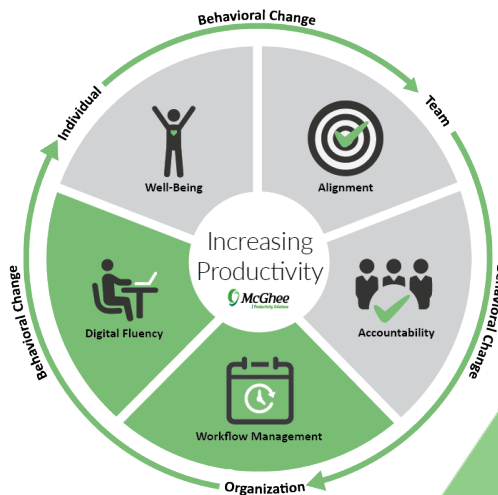
## Previously Participating Leaders Found a:

**93%** Decrease in the amount of emails within their inbox

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

“Results of these sessions exceeded my expectations. This 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 Gross, CIO, Finance Industry



## Sustainable and Effective Improved Productivity

This 8-hour, desk-side coaching program is prefaced by a one-hour pre-call to create goals for the session. An MPS facilitator will assess the leader's role and business objectives to create the appropriate customizations.

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 Habit Forming emails, refresher sessions, the Optimizing series and access to eLearning. A productivity survey can be conducted a month later to measure specific results.

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. This program combines digital fluency and workflow management to improve productivity.

Contact MPS Today to See How We Can Help You Focus on the Things That Matter Most!