

Training

# Take Back Your Life!®

Integrated with Microsoft® Outlook®

A 8-hour course that will transform personal and professional productivity, giving you more time to do the things that matter most.



## It's All About Getting the Right Things Done

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. Employees 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 8-hour course doesn't teach you how to get it all done—it teaches you how to get the right things done—all while maintaining a healthy work/life balance.

You will learn new approaches to performance productivity, while working hands-on during this 8-hours session to apply practical decision-making models and set up a foundational system in Outlook. 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.

### Challenges

-  Inability or difficulty managing objectives and key projects
-  Lack of focus and unclear priorities
-  Working excessive hours each week
-  Inability to organize a congested and overwhelming email inbox

### Results

-  Establish personal and professional boundaries to support productivity
-  Individuals and teams can focus on getting the right things done
-  See an improvement in work-life balance by gaining back some hours in the week
-  Implement an effective and proactive approach to email

## Course Outline

### Introduction and Collecting

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

### Organization and Infrastructure

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

### 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 Supporting Productivity

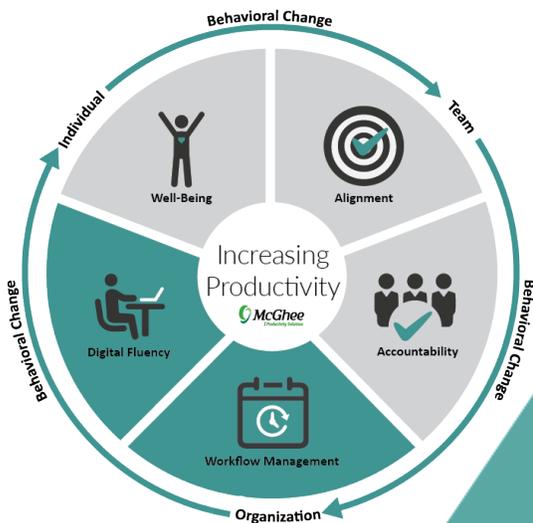
## Previous Participants Found:

**34%** Increase in their ability to better foster work-life balance

**63%** Decrease in the amount of emails stored within their inbox

“This course has been catalytic to incredible transformation to our office culture. In fact, we regularly celebrate just how few emails we all have in our inboxes. My life has been forever changed!”

- Executive, Fortune 500 Consulting Firm



## Sustainable & Strategic Improved Productivity

By the end of the 8-hour session, participants will experience a renewed sense of control with their most important objectives, projects, and tasks organized in Outlook. After the session MPS shares sustainability materials to ensure full retention of this program, including Habit Forming Emails, refresher sessions, the Optimizing series and access to eLearning, followed by a productivity survey 60 days afterwards 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!