

Training

Take Back Your Life!®

Integrated with Google® G Suite®

A course that will transform personal and professional productivity, giving your staff 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 course doesn't teach your staff how to get it all done—it teaches them how to get the right things done—all while maintaining a healthy work/life balance.

Your staff will learn new approaches to performance productivity, while working hands-on during this course to apply practical decision-making models and set up a foundational system in G Suite inbox. This course can be taken in person in a classroom or conference room over 4.5 to 8 hours or virtually in 4.5 hours. Coursework is done in real-time in G Suite.

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
- Clearing the Mind

Processing and Organizing

- Review the Action Hierarchy Model
- Creating Lists in Google Tasks
- The Workflow Model and the Four Ds of Decision Making
- Getting Email to Zero
- Writing Effective Emails
- Managing Reference

Prioritizing and Planning

- Calendar as a Productivity Tool
- Creating a Priority Calendar
- Integrating Gmail and Google Tasks
- Weekly Prioritizing and Planning
- Self-Reflecting and Course Correcting

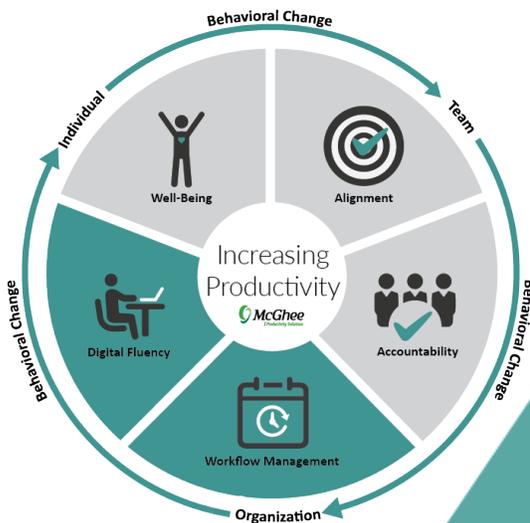
Previous Participants Found:

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



Create a Culture of Productivity

By the end of course, participants will experience a renewed sense of control with their most important objectives, projects, and tasks organized in G Suite. After the session we share sustainability materials to ensure retention of this course, including, refresher sessions, the Grad series and access to on-demand learning, followed by a productivity survey 60 days afterwards to measure specific results.

We have 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.