

Training

# Take Back Your Life!®

Integrated with Microsoft® Outlook®

A 4.5-hour virtual course that will transform personal and professional productivity, leaving 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 4.5-hour course doesn't teach you how to get it all done—it teaches your staff 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 virtually during this 4.5-hour session to apply practical decision-making models and set up a foundational system in Outlook. 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. The seminar takes place virtually through an online webinar system.

### 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
-  Focus on getting the right things done
-  See an improvement in work-life balance by gaining back 11 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

### Processing and Organizing

- Review the Action Hierarchy Model
- Processing everything in the Outlook To-Do Bar
- The Workflow Model and the Four Ds of Decision Making
- Email Processing Protocol
- Integration of other tools and devices

### Prioritizing and Planning

- Creating a Baseline Calendar
- Integrating Tasks from the Outlook To-Do Bar
- The Weekly Review
- Maintaining an Integrated Management System
- Creating Boundaries and Routines Supporting Productivity

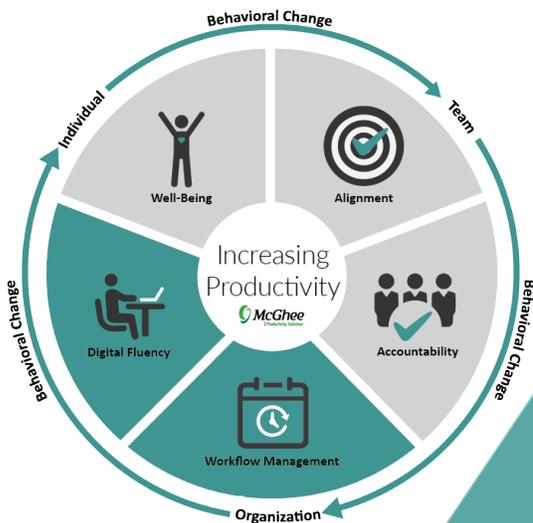
## Previous Participants Found:

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

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

“Admittedly, I was skeptical about spending 4 hours learning how to be productive... Your class was definitely worth the time investment, and I will definitely be using these tools on a daily basis.”

- Tax Consultant, Fortune 500 Consulting Firm



## Create a Culture of Productivity

By the end of the 4-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 Grad Series and access to on-demand learning, 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.