

On-Demand

# Take Back Your Life!®

Integrated with Microsoft® Outlook®

Increase your productivity, leaving more time for things that matter most with our self-paced Take Back Your Life! On-Demand Course.

## Take Back Your Life! is 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. The Take Back Your Life! course is a calm amidst the storm in a world of too much to do.

The Take Back Your Life Online Learning Course enables Microsoft Outlook users to drive sustainable change, make measurable improvements in their productivity and focus, and increase performance by blending theory, tools, and behavioral change. This on-demand learning course is hosted through the McGhee Learning Center--an intuitive, user-friendly platform for taking our courses, lessons, and accessing our resource library on demand.

This course is made up of 10 lessons, totaling 4.5 hours of coursework. Using a blend of videos, technical exercises, knowledge checks, and habit-building assignments, Participants will practice tools and behaviors to improve, enhance, and sustain their productivity.

### Course Outline

#### Lessons 1-3



Concepts and Methodologies, Principals and Mindsets, Leveraging the Outlook To-Do Bar

#### Lessons 4-6



Organizing Reference, Organizing Action, Processing and Organizing Tasks

#### Lessons 7-8



Processing and Organizing Email, Inbox Zero, Writing Effective Emails

#### Lessons 9-10



Prioritizing and Planning, The Weekly Review, Conclusion and Course Evaluation

## Previous Participants Found:

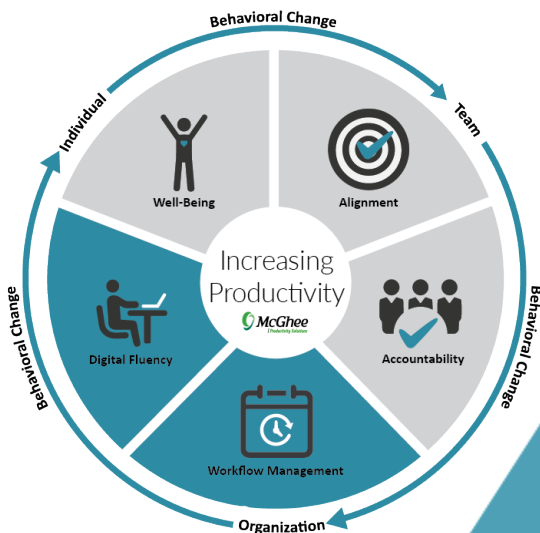
**34%** Increase in their ability to better foster work-life balance      **63%** Decrease in the amount of emails stored within their inbox

## Benefits & Results

- Learn at your own pace, or team pace
- Access to diverse content library
- Built in support system
- Increased sustainability of best practices
- New course release updates
- Latest productivity expertise updates
- Learn to establish boundaries to support productivity
- Greater focus on getting the *right* things done
- Gain back 11 hours/week

“This was the best program I have ever taken on productivity. I feel energized that I have a plan to meet my goals and have tools to set my priorities to achieve them. It would not have been the same without you walking us through the tips and setting Outlook up for efficiency. This was well worth my time.”

- BD Manager, Fortune 500 Consulting Firm



## Create a Culture of Productivity

The Take Back Your Life! On-Demand Course is designed to implement and practice behaviors through individual lessons, giving participants learning flexibility and the chance to implement best practices along the way. Participants have access to the course and resources on the Learning Center for a full year.

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 targets Workflow Management and Digital Fluency to improve productivity.

Contact us to Learn More Ways You Can Improve Productivity to Focus on Things That Matter Most.