

# Take Back Your Life!<sup>®</sup>

Integrated with  
Microsoft<sup>®</sup> Outlook<sup>®</sup> or Google<sup>®</sup> G Suite<sup>®</sup>

On-Site in 4.5 or 8 hours  
Virtual or On-Demand in 4.5 hours



This course supports your staff in learning sustainable models, behaviors, and technical skills for getting the right things done. They will learn essential skills for building a high-quality to-do list, managing projects, actions, and reference, more effective communication, and thinking more strategically. The result is greater alignment and focus working on the most important things and letting the rest go—all while maintaining work/life balance.

Participants will apply our models and methods in real time in Microsoft Outlook or Google G Suite. They will leave the course with a foundation to build from and a toolbox of tips, tricks, and strategies to get the most out of their tools to drive goals, improve focus, and increase productivity.

## What to Expect

**67%**

Increase in time spent on strategic initiatives

**78%**

Reduction of emails stored in the inbox

**34%**

Increase in creating better work/life balance

**11**

Hours gained back per week

## Course Outline

### What is Productivity

Learning the Cycle of Productivity and working with beliefs and habits to drive better results.

### System Setup

Learning the three key elements to building a high-quality system, optimizing the calendar and tasks, and reducing digital distractions for better focus.

### Collecting, Processing, and Organizing

Creating simple systems for collecting ideas, information, and actions, learning a model for making decisions quickly and easily, dealing with email backlog, getting email to zero regularly, and seamlessly tracking objectives, projects, and strategic next actions.

The result is a sustainable process and system that supports being more proactive and productive.

### Prioritizing and Planning

Creating a priority calendar for completing key actions, learning strategies for prioritizing and planning, and creating space for well-being items for greater balance.

### Self-Reflecting and Sustainability

Assessing what's working and not working and creating sustainable habits for long-term success.