Take Back Your Life!
Grad Series Courses
Virtual or On-Site

Building a Sustainable Foundation

This series of courses builds on the Take Back Your Life! foundation and dives deeper into complementary productivity topics. Options include Tack Back Your Life! Refresher, Breaking Old Habits, Integrating Microsoft OneNote, Concise Correspondence, and Project Coordination.

o **Refresher**
This course refreshes the key beliefs, models, and technology strategies covered in the first course, identifies what's working, and opportunities for improvement.

o **Breaking Old Habits**
This course explores the most common old habits that hinder the adoption of our proven productivity methodologies and how to break them.

o **Learning Concise Correspondence**
Concise Correspondence helps you tailor your writing style for your audience, write for recipient comprehension, and ensure that the writing style matches the proper situation.

o **Integrating Microsoft OneNote**
This course looks at how to transform note-taking into a powerful system in OneNote for organizing and taking meeting notes, tracking project plans, storing research notes, and integrating action items with Outlook.

o **Learning Productive Project Coordination**
Participants can now learn to manage projects of all sizes, organize information related to their projects, and figure out what tool to use for which purpose.

These courses are designed for Take Back Your Life! graduates and are typically delivered within a year of the initial course. Virtual or on-site.