



# Take Back Your Life! Grad Series Courses

Virtual in 60 minutes

## Building Sustainability and Mastery

This series of courses builds on the Take Back Your Life! foundation and dives deeper into complementary productivity topics. These courses are interactive, with time for questions, hands-on exercises, and discussion.

The Refresher is focused entirely on the Take Back Your Life! best practices. All other courses expand into new topics, after a brief check-in at the start of the session to acknowledge successes and improvement opportunities after the initial course.

### Courses in the Grad Series:

- Take Back Your Life! Refresher
- Introduction to Productivity and Collaboration Essentials
- Productivity and Collaboration Essentials Refresher
- Introduction to Microsoft Teams
- Introduction to Microsoft OneNote
- Getting Email to Zero
- Making Meetings More Productive
- Introduction to Cultivating Well-Being
- Cultivating Well-Being Through Greater Focus
- Cultivating Well-Being Through Greater Energy
- Cultivating Well-Being Through Greater Balance
- Introduction to Concise Correspondence
- Breaking Old Habits
- Productively Working from Home
- How to Disconnect for Meaningful Vacations