

Take Back Your Life![®]

1:1 Coaching

8 Hours On-Site or Virtual



Our Take Back Your Life! coaching program supports you in learning sustainable models, behaviors, and technical skills for getting the right things done. You 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.

The program is highly tailored to your role, goals, objectives, and workflow. You will apply our models and methods in real time in Microsoft Outlook.

This 8-hour program can be done virtually over several sessions or in one in-person session. A preliminary call is done before the program begins to determine your desired outcomes. Three follow-up sessions are done virtually to offer support and build sustainability, in addition to unlimited email support.

What to Expect

67%

Increase in time spent on strategic initiatives

78%

Reduction of emails stored in the inbox

40%

Increase in sense of control at the end of each day

11

Hours gained back per week

Program 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.