![McGhee Productivity Solutions logo]

Introduction to
Take Back Your Life!®
Integrated with Microsoft® Outlook®

Virtual in 60 Minutes

In a world of too much to do, it seems almost impossible to keep up with all the emails and workload. In this one-hour course, participants will be introduced to the key models, behaviors, and tools for getting the right things done—personally and professionally.

Participants will walk away with tips, tricks, and strategies that they can easily apply in Microsoft Outlook to more effectively manage a constant stream of communication, tasks, and projects—all while maintaining work/life balance.

Results from Implementing Take Back Your Life!

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

What's Covered in the Course

o The best practices for collecting input to decide about
o The 4D model for making decisions quickly and easily
o Keys for building a high-quality system in Microsoft Outlook
o Best practices for prioritizing and planning
o Key questions for self-reflecting and course correcting

This course is an introduction to our flagship Take Back Your Life! course, available virtually, on-demand, and on-site from four to eight hours.