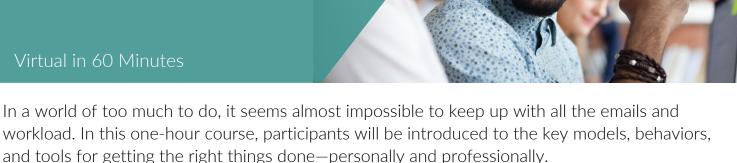


Introduction to Take Back Your Life!® Integrated with Microsoft® Outlook®





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

Hours gained back per week

## What's Covered in the Course

- o The best practices for collecting input to decide about
- The 4D model for making decisions quickly and easily
- Keys for building a high-quality system in Microsoft Outlook
- 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.