![McGhee Productivity Solutions logo]

# One-Hour Courses

## Virtual in 60 minutes

## Targeted Learning to Engage and Inspire

Our One-Hour courses provide a solid starting point for your learning journey around our programs. These courses are a great way to introduce key concepts that are timely and relevant for your team and organization. These courses leave participants curious and inspired, with the beginnings of key tools that can transform their productivity.

## Course Topics

### Introduction to Take Back Your Life!®

In a world of too much to do, it seems almost impossible to keep up with all the emails and workload. In this course, participants will be introduced to the key models, behaviors, and tools for getting the right things done—personally and professionally. They will walk away with tips, tricks, and strategies that they can apply right away to more effectively manage a constant stream of communication, tasks, and projects.

This is the introduction to our flagship course, Take Back Your Life!, which is available on-demand, virtually, and on-site.

### Take Back Your Life! Refresher

This course is designed for graduates of the Take Back Your Life! course to refresh the best practices, celebrate wins, and identify improvement opportunities with their implementation.

### Getting Email to Zero

This course shares the best practices for getting email to zero as a sustainable habit. Participants will learn strategies for setting up effective email reference, how to clean up old email, setting up email workflows, applying the 4 D model to make decisions quickly and easily, and best practices for email protocols.

## Meeting Essentials

This course focuses on the elements of more productive meetings, including the decision-making model for whether or not to attend meetings, the keys for setting up productive meetings, and aligning your team on meeting governance and guidelines. This course is also offered in a two-hour version called Making Meetings More Effective that expands into applying the best practices in Microsoft Teams.

## Microsoft Teams Essentials

This course builds a solid foundation for learning the essential features and functions in Microsoft Teams. They will get a hands-on overview of what's possible with Teams, including understanding activity feed, reducing notification distractions, using the Command Bar, changing profile settings, tips for using Chat more effectively, using a Wiki for notes, and how Team sites, channels, and tabs work for collaboration.

## Microsoft OneNote Essentials

This course gives a hands-on introduction to what's possible with Microsoft OneNote, including organizing meeting notes, tracking project plans, managing reference, and integrating emails and tasks items with Outlook. This course is also offered in a two-hour version called Workflow Mastery in Microsoft OneNote that dives deeper into the functionality of OneNote and builds in more time for practice.

## Introduction to Cultivating Well-Being

This course introduces best practices for increasing well-being and productivity by increasing energy, focus, and balance. We blend the latest data and research with practical exercises and engaging conversations around well-being. Participants will learn practical and sustainable ways to make small habit changes that can make a big difference personally and professionally. This course gives a broad overview of all three well-being areas (focus/energy/balance), which can also be done individually or as part of the four-part Cultivating Well-Being series.

## Cultivating Well-Being Through Greater Focus

This course focuses on the best practices for increasing well-being and productivity through greater focus. Participants will learn strategies for dealing with interruptions, the effect of multi-tasking, and how to disconnect. This course can stand-alone or as part of the four-part Cultivating Well-Being series.

## Cultivating Well-Being Through Greater Energy

This course focuses on the best practices for increasing well-being and productivity through greater energy. Participants will learn strategies for improving hydration, getting better quality sleep, and building in more movement throughout the day. This course can stand-alone or as part of the four-part Cultivating Well-Being series.

## Cultivating Well-Being Through Greater Balance

This course focuses on the best practices for increasing well-being and productivity through greater balance. Participants will learn strategies for self-reflection for improved performance, practicing gratitude for better connections, and being present amidst a busy world of change and input. This course can stand-alone or as part of the four-part Cultivating Well-Being series.

## Productively Working from Home

This course gives practical tips for being productive while working virtually. Participants will learn keys for a healthy work/life balance, setting goals when working from home, creating a supportive space to get work done, and more.

## Breaking Old Habits

This course explores the mindsets and motivations behind limiting habits that can hinder productivity and professional development. Participants will explore old mindsets in order to create paradigm shifts--helping them break their old, unproductive habits and form new, efficient ones.

## Introduction to Concise Correspondence

In this course, you will learn keys for getting the results you want through concise email communication. You'll explore how to tailor your emails for different situations and audiences. You'll also learn a helpful Business Writing Checklist to ensure your communications come across clearly and professionally.

## How to Disconnect for Meaningful Vacations

This course explores the beliefs that get in the way from truly disconnecting on vacation. Participants will learn strategies for leaving technology and work behind, preparing their colleagues for being offline, and setting up workflows to feel confident to let go and disconnect.