

# Take Back Your Life!®

## On-Demand Course and 1:1 Coaching



This learning journey includes two of our most popular solutions: The Take Back Your Life! On-Demand course followed by 1:1 coaching. You will build a high-quality system and learn foundational behaviors in the course and then work 1:1 with a senior coach to tailor the system to your objectives and workload for long-term, sustainable results.

The On-Demand course is approximately two hours of coursework and includes a combination of short multimedia lessons and hands on exercises. There are knowledge checkpoints along the way to measure your retention. You will complete the course online through the McGhee Learning Center at your own pace.

### Package Includes

Pre-call to learn about your objectives, set expectations, and handle logistics

One-year of access to the Take Back Your Life! On-Demand course

Two virtual one-hour 1:1 Coaching sessions with a senior MPS coach

One-year of unlimited access to the McGhee Learning Center for additional support, including 20+ additional short courses, Resource Library, Habit Building Series, and discussion Forums

### Course Outline

#### What is Productivity

Learning productivity skill sets for high performance 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.