

Optimizing Take Back Your Life: OneNote

Course Overview

McGhee Productivity Solutions' Optimizing Take Back Your Life! (TBYL): OneNote is the result of frequent requests from TBYL graduates asking "How do I incorporate OneNote into my system?" This course revisits key principles from the three phases of productivity and provides enhanced advance Microsoft Outlook tips to fine-tune participants' existing productivity system. This program dives into the value of leveraging OneNote for organizing and taking meeting notes, tracking project plans, storing research notes and integrating action items with Outlook. At the end of the day, participants will have a clear process for which tool to use, and when to optimize personal productivity.

Due to the interactive format of the program, participants have the opportunity to acknowledge and share their new habits while receiving peer-support as they explore the challenges that are inhibiting their adoption of the TBYL methodology. They also take a deep dive into the use of OneNote as a productivity tool; a technological advantage over the use of paper forms of note taking. No more losing notes, digging through notebooks for previously planned actions, or rewriting notes that need to be sent to a colleague. Attendees will have all of their meeting notes in one place and linked to their Outlook productivity system.

A pre-call is conducted prior to the eight-hour seminar to assess roles, objectives and appropriate customization. The seminar takes place in a classroom or conference room with a combination of PC's, laptops, and tablets, preferably connected to the server so participants can work real-time. Following the seminar, a one-and-a-half-hour refresher session is offered. A productivity survey will be conducted a month later to measure specific results.

"The first course, TBYL, was fantastic for my personal productivity. I was waiting for something like this! Something specific to OneNote and it's just as great!

- Senior Director
Global Curriculum Development
Fortune 500 Consulting Firm

Course Outline

Introduction

- Review Take Back Your Life basics
- Introduce OneNote basics
- Create Optimizing Take Back Your Life: OneNote Notebook/handout

Collecting

- Clearing the Mind; Using Outlook & OneNote
- Minimizing Interruptions; Using Outlook & OneNote
- Share Best Practices, Course Corrections and motivation for adoption

Processing and Organizing

- Organizing your Reference System
 - Reorganize email, document and/or OneNote filing systems

- Organizing your Tasks
 - Review Categories in Outlook
 - Review OneNote recommendations for projects, meetings, searching & action items
- Using the Four D's to process email:
 - Delete it, Do it, Delegate it, Defer It
- Share Best Practices, Course Corrections and motivation for adoption

Prioritizing and Planning

- Using the Calendar to plan
 - Creating a sense of accomplishment; Using Outlook & OneNote
- Share Best Practices, Course Corrections and motivation for adoption
- Establish motivation and routines to optimize personal productivity