

Take Back Your Life!® 1:1

COURSE OVERVIEW – 1:1

Take Back Your Life! 1:1 – A Customized Leadership Experience is a one-on-one, desk-side coaching program. This highly impactful session is designed to enable individuals to dramatically increase their productivity while creating greater balance in life. This program supports participants in creating an approach to using Microsoft Outlook to manage their constant stream of communication, tasks and projects. Participants will gain insights to help spark behavioral change and adoption of proven productivity principles. This coaching session is an opportunity for individuals to create greater levels of empowerment in their role.

By the end of the program, participants will experience a sense of control through an organized, focused approach to their objectives, projects, plans and action steps.

Key Issues Addressed:

- Email overwhelm
- Effective communications
- Efficient reference systems
- Managing objectives and projects
- Reducing interruptions
- Delegation
- Integrating personal and professional priorities

Key Results:

- A system customized to your needs and role
- Save up to 11 hours per week
- Reductions in emails received/stored in the inbox
- Less time spent in meetings and processing email
- Reduced interruptions
- Increased work-life balance and sense of control
- More effective delegation and tracking

"I appreciated the facilitator's flexibility to my individual current state, processes and needs. Instead of just assuming everything they applied, they were willing to listen and make adjustments to sections where it just didn't make sense for me while still staying to the integrity of the course and the principles. I'm really excited about having all my actions in one, easy to access place and learning how to process email effectively!"
-Christine Wright, Market Segment Leader, Ingersoll Rand

This 8-hour, desk-side coaching program is prefaced by a one-hour pre-call to create goals for the session. A MPS facilitator will assess the leader's role and business objectives to create the appropriate customizations. 360 Interviews are strongly suggested with colleagues prior to the session to help the participant get an outside look on how to be their most productive. Following the in-person coaching session, 3 one-hour coaching calls are provided to ensure adoption, as well as unlimited email support. MPS offers a variety of sustainability materials to ensure full retention of this program including the Optimizing series and access to eLearning.

COURSE OUTLINE

Collecting

- Assessment of current objectives and challenges
- Review the MPS Cycle of Productivity
- Setting up an effective Collecting System
- Collecting commitments and agreements into the Outlook Task Pad

Processing & Organizing

- Setting up an effective Action System
- MPS Workflow Model
- Creating a Total Life To-Do list in the Outlook TaskPad
- Setting up an effective Reference System
- Using the Four D's to process email: delete, do, delegate, defer
- Establish an email protocol
 - Define the To, Cc, and Subject lines
 - Create meaningful emails
- Define a communication protocol
- Integrate devices, SharePoint and other related Microsoft technologies

Prioritizing & Planning

- Set up an effective baseline calendar
- Prioritize and plan the Outlook TaskPad
- Plan the week against objectives and priorities
- Maintain an Integrated Management System
- Establish boundaries and routines that support productivity