McGhee
/ Productivity Solutions

Take Back Your Life™

Course Overview

This course enhances the productivity of Microsoft® Office Outlook® users by teaching them to create and maintain an Integrated Management System. This system uses Microsoft Outlook and MPS methods and protocols to process a constant stream of incoming electronic and voice mail communications, objectives, next actions and projects.

Participants learn how to focus effectively on the job despite the non-stop pressure of required—but not necessarily urgent—input, decisions and actions. Learning a three-phase workflow method, participants immediately apply the concepts taught to current work at hand. The flexible system adapts to each participant's work style and workload.

By the end of the one-day seminar, participants will experience a sense of relaxed, focused control, with all objectives, projects, plans, action steps, and information organized in Outlook. Key issues addressed include: e-mail overload, e-mail protocol, digital communications, filing, managing multiple objectives and projects,dealing with interruptions, tracking delegated items, reading material and integrating personal and professional priorities.

A pre-call is conducted prior to the eight-hour seminar to assess roles, objectives and appropriate customization. The seminar takes place in a computer lab, classroom or conference room with a combination of PCs and laptops, preferably connected to the server so clients can work real-time.

"As an IT manager, my team and the bank at large depend on me to deliver in a dynamic environment filled with information and priorities. I am not only more productive in the true sense of the word at work, but I also have greater balance in my personal life as well. Thank you McGhee for an integrated life management system!"

—Kent Joshi
Manager, TSG Hosting Solutions
Major Financial Institution

Course Outline

Introduction
• Program overview
• Assessment of current objectives and challenges
• Review the MPS Workflow Model

Collecting
• Setting up an effective Collecting System
• Collecting commitments and agreements into the Outlook TaskPad

Processing and Organizing
• Setting up an effective Action System
• Creating Planning and Action categories

• Review the MPS Workflow Model
• Processing e-mail, voice mail, papers and the Outlook TaskPad using the MPS Workflow Model
• Creating a Total Life To Do list in the Outlook TaskPad
• Setting up an effective Reference System using the Outlook Personal Folder list and My Documents
• Using the MPS Four Ds to process e-mail:
  • Delete It
  • Do It
  • Delegate It
  • Defer It
• Establish an e-mail protocol:
  • Define the To, Cc, and Subject lines
  • Create meaningful e-mails

• Define a communication protocol – which digital devices to use when and where
• Integrate handheld devices, SharePoint™ and other related Microsoft productivity technologies

Prioritizing and 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

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