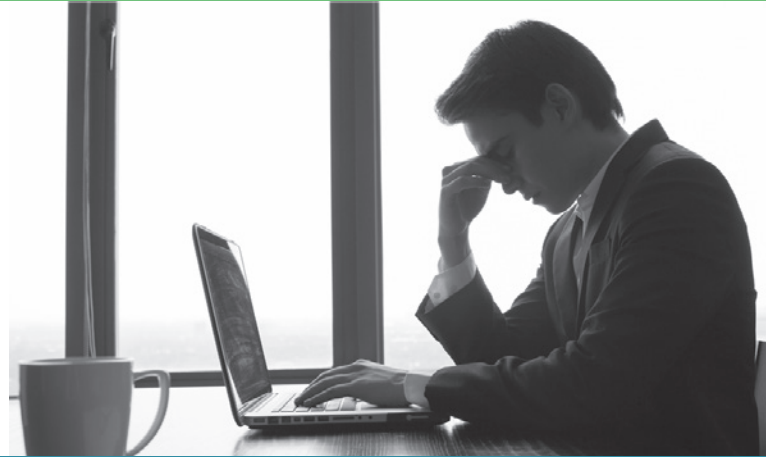






*In our hyper-connected 24/7 work environment, executives are in data overload and often spend their day attempting to review and respond to the barrage of communications instead of focusing on the high-priority objectives that will most impact their department and company.*



## **Take Back Your Life!®**

### **Quick Start 1:1 Coaching Program – Exclusively for Executives**

A special 4.5-hour quick-start introduction or refresher to McGhee Productivity Solution's (MPS) popular and well known **Take Back Your Life!®** program, specifically designed for busy executives. The virtual 1:1 coaching will be offered in 4 individual sessions and will provide instruction on how to optimize the use of Microsoft Outlook for better results while addressing limiting beliefs that often hinder productivity.

- |   |   |  |   |
|---|---|--|---|
| <b>1)</b>  | <b>1-hr Needs Assessment</b><br>Initial engagement to understand current challenges, create goals and identify any needed customizations. | <b>3)</b>  | <b>1.5-hr Focused Session</b><br>Guidance on setting boundaries and use of calendars to optimize time management and prioritization.                                      |
| <b>2)</b>  | <b>1.5-hr Focused Session</b><br>Creation of productive collecting and action systems that include delegation and tracking.               | <b>4)</b>  | <b>.5-hr Follow-up Session</b><br>Opportunity to review progress following 2-4 weeks of implementation to acknowledge what is working and address any course corrections. |

Leaders adopting and implementing this proven process can expect the following benefits:

- The ability to focus on the most important activities that need to be completed today...this week... this month... this year to achieve your goals.
- Optimization and effective use of time through calendar boundaries.
- Minimize 911's and interruptions.
- Provide more 1:1 time to develop team members.
- Avoid being a "bottle neck" to your team's productivity.
- Ability to disconnect from work at the end-of-the-day.

*Coaching sessions will be led by a TBYL certified professional with extensive knowledge and experience administering the program. Customization of the program is available to accommodate specific needs and styles.*

**To schedule your private coaching session, contact McGhee Productivity Solutions today!**

**Email: [info@mcgheepro.com](mailto:info@mcgheepro.com)**