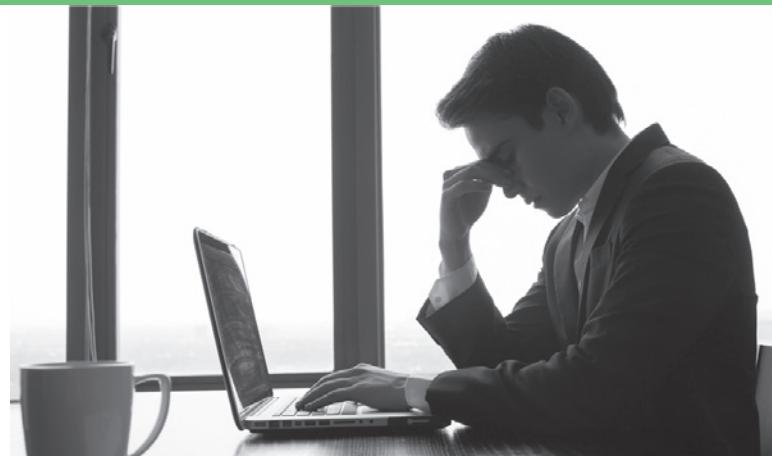


In our hyper-connected 24/7 work environment, executives are in data overload and often spend their day attempting to review and respond to the barrage of communications instead of focusing on the high-priority objectives that will most impact their department and company.



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.

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

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