

# Take Back Your Life!® 1:1 for Powerful Partnerships

## COURSE OVERVIEW – 1:1 Powerful Partnerships

Take Back Your Life! 1:1 for Powerful Partnerships – is a customized, desk-side partnership experience for Executives and their Administrators. This highly impactful session is designed to enable both participants 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. Executives and their Administrators will gain insights to help spark behavioral change and adoption of proven productivity principles. This coaching session is an opportunity for both individuals to create greater levels of empowerment in their role while developing a powerful partnership.

By the end of the program, both the Executive and their Administrator will experience a sense of control through an organized, focused approach to their objectives, projects, plans and action steps and will have formed a powerful partnership that will make obtaining key objectives easier.

### Key Issues Addressed:

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

### Key Results:

- A powerful partnership between Executive & Admin
- Save up to 11 hours per week
- Reductions in emails received/stored in the inbox
- Less time spent in meetings and processing email
- Increased work-life balance and sense of control
- More effective delegation and tracking

*"No one taught my boss how to have an assistant or how to use me in managing his day. MPS really helped us with this, which has benefited our entire team greatly."*  
**-Executive Admin,  
 Fortune 500 Construction Firm**

In this partnership experience, the Executive and the Administrator work individually with a role-specialized consultant to complete an 8-hour, desk-side coaching program. Over the course of the day, the Executive and the Administrator will meet twice to discuss their partnership and ways to improve it. The sessions are prefaced by a one-hour pre-call with each individual to create goals for the session. The role-specialized facilitators will assess the participants roles and business objectives to create the appropriate customizations. 360 Interviews are strongly suggested with colleagues prior to the session to help the participants 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

- (Completed together) Program Overview, discussion of partnership
- 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 Tasks
- Plan the week against objectives and priorities
- Maintain an Integrated Management System
- Establish boundaries and routines that support productivity
- (Completed together) Sharing of gained awareness, asks of each other, discussion of how to continue to foster powerful partnership, conclusion