



Optimizing TBYL: Breaking Old Habits

Course Overview

McGhee Productivity Solutions' *Optimizing Take Back Your Life! (TBYL): Breaking Old Habits* is the result of frequent requests from TBYL graduates asking, "I get the value from Take Back Your Life, but how do I break my old habits?" This follow-up program revisits key principles from TBYL to help create new mindsets. By returning to the three phases of productivity, this course provides fundamental paradigm shifts to support the adoption of the TBYL methods. Participants will focus on four key pieces to help break old habits; minimizing interruptions, managing a high-quality to-do list, processing email and setting calendar boundaries by teaching tools in Outlook to support a new mindset.

"I am very impressed and found this very helpful! I have a process and routine that help me be more efficient, focused and successful!"

-Business and Market Development Manager, Fortune 500 Company

Participants in this program gain new approaches for increased adoption of the TBYL program. The course strives to introduce paradigm shifts while teaching participants to leverage Outlook to support their new mindset. In addition to helping to create new thought processes, *Optimizing TBYL: Breaking Old Habits* gives practical tools to help with implementation. Participants will walk away with improved calendar management skills and better tools for handling interruptions and email management.

This course reviews and enhances the TBYL content and will only benefit *Take Back Your Life* graduates. A pre-call is conducted prior to the eight-hour seminar to assess roles, objectives and appropriate customization. The seminar takes place in a classroom or conference room with a combination of PC's, laptops, and tablets, preferably connected to the server so participants can work real-time. This course can include access to digital eLearning content. A productivity survey will be conducted a month later to measure specific results.

Course Outline

- **Introduction**
- **Personal Productivity Refresher**
 - Review Cycle of Productivity
 - Demonstrate Integrated Management System
- **What is a Mindset?**
 - Defining a Mindset
 - The impact on adoption
 - Keys to changing Mindset
- **Discussion: What's working and what's not working**
- **Creation of new Mindset**
- **Scarcity vs. Abundance Calendar Boundaries and Weekly Review Process**
 - How to utilize Outlook
 - What got in the way
 - New Mindset creation
- **Managing Interruptions**
 - How to utilize Outlook
 - What got in the way
 - New Mindset creation
- **Creating and Managing a High-Quality To-Do List**
 - How to utilize Outlook
 - What got in the way?
 - New Mindset creation
- **Email Processing: Action and Reference**
 - How to utilize Outlook
 - What got in the way?
 - New Mindset creation