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Testimonial

"This is the most useful program I have ever participated in for mastering my productivity."

- Jeff Raikes,
CEO, Bill & Melinda Gates
Foundation
(formerly Group Vice
President, Microsoft
Corporation)

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Welcome to *Insider's Link to Productivity*. We are re-launching this e-newsletter to better serve our clients and partners during a time when most of us need all the support we can get to work smarter – not harder. Each issue will include a feature article focusing on productivity, communication, or work/life balance topics along with refresher Take Back Your Life™ tips, special promotions, client success stories, new products, and more. Up this month is a discussion on how McGhee can help you to create accountability around Meaningful Objectives.

Thousands of people each year at major companies around the world change the way they work and live with McGhee methodologies. We are grateful to be a part of this transformation and look forward to helping help each of you achieve your dreams.

- Laurie Oswald, Director Services

Take Back Your Life™ for Organizations – The Objective Accountability Program

When was the last time you looked at your strategic plan? Are the daily activities of your employees connected to that strategic plan? How often do you measure progress related to the organizational objectives to drive accountability, and do you have metrics for each of those objectives?



McGhee's Objective Accountability Program (OAP) provides a framework for aligning teams activities with the corporate vision, creating a cascade of goals throughout the organization.

This multi-phased consulting service, launched in 2008, provides tactical and sustainable solutions to track progress in real time. Unlike many corporate strategies in use today, the OAP empowers organizations to achieve their meaningful goals and dramatically increase performance while working in alignment and balance – all in a framework that allows year-to-year sustained performance. It is comprised of three major components: the Strategic Team Plan (STP), the Accountability

Is E-Mail Overload Getting You and Your Team Down?

Take your Integrated Management System to the next level with McGhee's TBYL 101 E-Mail Tutorial Series and learn:



- Methods for storing e-mail so you can find it fast
- Writing e-mail that gets results
- Getting to zero in your Inbox

For a limited time, you can view three one-hour, self-paced tutorials at a 10% discount (offer good through **May 31, 2009** coupon code "nww10").

Tips & Tricks

Don't worry about your to-do list, worry about your calendar!

Here's why...Scheduling time to complete to-do tasks on a calendar will not only allow you see how you are spending your time, but will ease the pressure of feeling like you have to get it **all** done.

Have you ever started working through your to-do list excited about the possibility of crossing each item off, just to realize that you barely made a dent, or worse yet, added more over-whelm and things to do?

Program (AP), and the Sustainability Program (SP).

An organization with empowered employees has momentum to move - individuals are not reliant upon supervisors to take action but rather on the strategic plan developed by the leadership team as part of the OAP. Sally McGhee, CEO, defines empowerment as, "The process of an individual being enabled to take action and control work and decision making in autonomous ways."

[Read our newest White Paper](#) - "Today's Challenge - Sustainable Execution" or [read the program overview](#).

Addicted to the Ding

Are you or someone you know addicted to the ding, the audible notice that there is another e-mail message in your inbox? We have found that a considerable number of our new clients are spending hours "doing e-mail," whether at their desks or away from their offices on their PDAs. While you could question whether e-mail represents a true addiction, you would probably agree there is an addictive quality to e-mail. So how did e-mail become so addictive, and what can we do about it?

Eliminate the Stimulus

Like Pavlov's dogs, many of us simply have gotten conditioned to respond to the sound of a bell. But having these alarms turned on presumes that whatever lands in your inbox is more important than what you are doing at the moment.

Furthermore, as human beings, we tend to pay attention to the most distracting element in our environment. This tendency may have kept us safe as early humans thousands of years ago, but it can be a punishing annoyance today. So for those of you who have your "dingers" turned on, we urge you to consider turning them off. By eliminating this type of stimulus, you will go a long way toward eliminating the associated response.

Establish Clear Communication Protocols

All too often, "living in the inbox" can be a sign of poor boundaries and unclear communication protocols. To reduce your e-mail volume and the temptation to respond immediately, be aware of what type of information is being communicated through e-mail. High volume and poor quality communication is created when people try to use e-mail for complex activities such as decision making, problem solving, brainstorming, or delivery of emotionally charged content. E-mail is best used for:

- Communicating a decision once it has been made
- Information dissemination
- Simple delegation
- Distributing documents
- Responding to e-mails that relate to Meaningful Objectives

When you live by your calendar instead of your to-do list, you will feel a sense of accomplishment every day knowing that you did what you set out to do. You will have a sense of control. All while focusing your time on achieving **the most important items**, which will allow you to maintain balance between your work and personal time.

Hitting the send button multiple times throughout the day may provide you with a sense of completion you desire, but are your e-mails truly a reflection of your most important priorities? We suggest you measure your productivity on the completion of steps you take towards achieving major goals. In doing so, you will replace your reactivity to incoming e-mails with a proactive approach to getting the right things done at the right time.

Tools for Learning More

By learning better processes for managing e-mail and improving productivity, you can break your addiction to the ding. For more in-depth, self-paced learning, check out our popular Take Back Your Life! E-Mail 101 and Refresher Series Tutorials. Free previews are available at www.mcgheeproductivity.com/products.

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www.mcgheeproductivity.com

McGhee Productivity Solutions, Inc. (McGhee) provides consulting services, tools and education to increase productivity and work/life balance. Based in Denver, CO, McGhee integrates its proven methods and protocols with Microsoft technology to deliver innovative action-management strategies to individuals and organizations worldwide. From the boardroom to the knowledge worker, the McGhee approach maximizes technology investments, improves job satisfaction and drives sustainable productivity throughout an organization. Sally McGhee, CEO, is the author of the popular book series Take Back Your Life! Using Microsoft Outlook to Get Organized and Stay Organized.