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## TESTIMONIAL

*"As a result of working with McGhee, I've obtained greater clarity around identifying the specific actions I need to complete in order to keep the folks in my organization inspired, committed, and enthusiastic. It is important for my team to be responsive beyond their limitations. On a personal level, I find myself inspired to bring my work to the next level of excellence, effectiveness, growth, and profitability."*

Gabriela Mieri de Caraball  
Executive Director  
**Insight Iberoamerica**

## QUICK LINKS

[1:1 Coaching \(PIM\)](#)

[Group Seminars \(TBYL\)](#)

[Consulting Services \(OAP\)](#)

3M President and CEO George Buckley presented his top recommendations for achieving growth in challenging times during a keynote this past week. One of his recommendations, "create a good plan and execute well," touches on a topic that is one of McGhee's core competencies - translating vision into a plan that can be implemented and executed with excellence.

In this issue of *Insider's Link to Productivity*, we feature a client case study from Microsoft to demonstrate how vision and alignment can shift a team's dynamic and, importantly, drive growth and business results.

Enjoy and Happy Thanksgiving from our family to yours.

- Laurie Oswald, Director of Services

To learn more about our products and services please [click here](#).

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## *Transform Your Team through Vision and Alignment*

*"Transformation happens right now, not yesterday and not tomorrow - in this very present moment, which is all you really have."* - Jillian Michaels

When does corporate reorganization lead to transformation? At McGhee, we believe it's when people get on board. During restructuring, many organizations merge staff, systems, procedures, and responsibilities only to be faced with resistance by their people.

Transformation can only truly occur when both employees and leaders are inspired, empowered, and believe in what it is they are working towards. Simply put, a vision without believers is like a coach without players.

Case in point, the Global Curriculum Department at **Microsoft** realized the power of aligning their team to a common vision earlier this year when they rolled out an [Objective Accountability Program \(OAP\)](#) after restructuring.



## SPECIAL OFFER

Listen to Senior Consultant, Susan Dunn, **free** on Castle Rock Radio. Learn simple steps for getting organized using Microsoft Outlook.

[Listen Now](#)

(click on 10/26 Hr 2)

## TIPS & TRICKS

Use quick keys to stay focused.

When we want to send an e-mail, we usually go to the inbox. This can be risky, because we can get distracted easily by incoming e-mails.

We instead recommend that you stay in the IMS view as your centralized window, and then click '**Ctrl Shift M**' which will open a new e-mail from the main IMS Calendar view.

Other quick keys that can make things easier:

Ctrl Shift:

K - new task  
C - new contact  
A - new appointment  
Q - new meeting invite

As the group worked through the OAP, they gained clarity around their commitments and were able to more realistically scope their workload. "Because of the OAP, my team was able to collectively make a commitment around an operating paradigm and a vision - and the benefits in terms of getting everybody clicking and working in the same way is huge," said the group's Senior Director, Larry Clark.

The benefits of the OAP extended beyond the leadership team to the greater organization, as the cascade of departmental goals created alignment and an understanding of the impact of every role in the team. Ann Jas, Global Program Manager stated, "We previously had no way to communicate what we were working on and how it supported the vision of the team. This system does that." For more information [read the full case study](#).

Conceptually, it's easy to "talk" about vision and alignment, but achieving it is no small feat. It takes dedication, communication, and a solid implementation plan. Get started by examining the past as a team. Celebrate achievements. This is important to boost morale. Then, learn from the disappointments without judgment and create guidelines for the future as a team that inspire all levels of employees towards a common vision.

Additional exercises and team discussions, offered as part of the [Objective Accountability Program](#), will bring struggling teams into alignment with employee buy-in and excitement. [Interested in speaking with a consultant in your area?](#)

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## *Managing Energy is Key to Productivity*

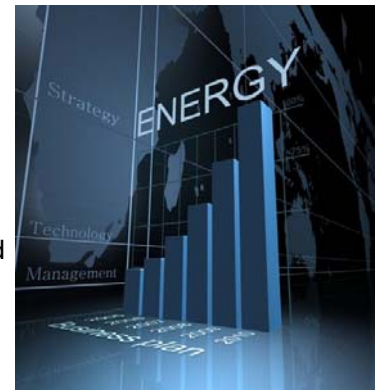
By: Steven Terry, McGhee Executive Consultant


In the many classes I've taught as a consultant, I've always made it a point to share five specific areas that we have to manage well in order to be effective. These are: time, e-mail, our organization system, interruptions, and energy. Each is a reflection of how well we manage ourselves.

I like to say, "the one who wins is the one that has the most energy left at the end of the day." Here are a few keys that I've found energize people and thus the workplace.

**Drink more water** - Staying hydrated at work is a big factor in remaining energized.

**Get more sleep** - Doing the "mind clearing" exercise that we teach in the [Take Back Your Life Seminar](#) can help with sleep. If you have trouble falling to sleep, go to bed with a notepad within reach so that you can easily write anything down that comes to mind.





**Complete strategic next actions** - The more strategic actions we can complete, the more energy we get back. Our incompletions drain our energy; one of the main reasons to break work down into small independent steps is so that we can experience completion on a more regular basis.

**Take regular breaks (every 60-90 minutes)** - We are corporate athletes and like an athlete who needs to walk off the court to rest mentally, physically, and emotionally, we must do the same at work. Some people like to run a marathon and "push through," but we recommend treating your day as a series of shorter more focused sprints of energy. As Jim Loehr wrote in his book The Power of Full Engagement, "In order to be fully engaged, we also need to be fully disengaged at times."

Let us know what you think of this article by e-mailing: [info@mcgheepro.com](mailto:info@mcgheepro.com).

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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.

McGhee is in the process of becoming a Certified Woman-Owned Business

