

IN THIS ISSUE

[Main Article](#)
[Productivity Article](#)
[Special Offer](#)
[Tips & Tricks](#)

TESTIMONIAL

"TBYL has been a game changer for me and my team. My directs and I are more prepared, making our meetings and 1:1s more strategic, keeping the strategic issues in proper priority, and forcing more discipline on dealing with or delegating the tactical/urgent issues that often cloud our day. I have more energy, time, and creativity to direct toward realizing our goals. It has changed the way we do business."

- Sean Fallmann
President, North
American Consumer
Products
Georgia Pacific

QUICK LINKS

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

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

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

According to the American Psychological Association (APA), stress in the workplace is costing American business \$300 billion each year, averaging \$7,500 per employee. In this issue of the *Insider's Link to Productivity*, we examine how to help staff cope with escalated stress levels prevalent in today's corporate environments. We also feature a compelling real-life story that demonstrates how McGhee's consulting services are improving our clients' personal lives in addition to boosting their professional results.

- Laurie Oswald, Director of Services

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

Don't Let the Recession Force Your Team into a Depression

As the end of the year approaches, you're likely spending a significant amount of time evaluating results, reviewing budgets, and focusing on other high-level business matters. Cognizant of just how tight times are, many businesses and leaders are in survival mode.



Although you are faced with tough business decisions during times like these, it is critical to remember that your remaining workforce is also enduring a challenging economy. Key talent - previously notorious for seeking competitive salaries, benefits, security, and career advancement - now desperate to hold onto their jobs with diminished job satisfaction and higher stress due to cutbacks and increased workloads.

According to a recent survey by CareerBuilder.com:

- 47% percent of workers say they have taken on more responsibility because of layoffs within their organization
- 37% said they are handling the work of two people
- 30% said they feel burned out

SPECIAL OFFER

We have found the fall season to be a powerful time to leverage human capital. As incentive for booking sessions this fall, we are offering the following to each session participant:

- Free 4 D's for Decision Making mouse pad
- Free laminated McGhee diagrams for desk display and reference

To take advantage of this special offer, mention promotion code "Fall Offer."

TIPS & TRICKS

Outlook 2007 Tip:

Add a contact to Outlook without searching for or typing lengthy names and e-mail addresses.

To do this, simply right click the sender's e-mail address within an e-mail and click "add to Outlook contacts." Then click the "Save & Close" icon. If the contact is already in your Outlook database, you will be prompted to update the existing contact with new information.

All this without leaving your inbox!

With the holiday season approaching, worker stress levels are starting to spike. Experts say stress weighs on the minds of employees and can affect productivity, absenteeism, turnover, motivation, and creativity. Two-thirds of American employees say work has a significant impact on their stress level and one in four has called in sick as a result of stress.

Causes of stress, according to the APA, include job uncertainty, cost-cutting, a relentless demand for higher productivity, and the proliferation of communications tools - e-mail, cell phones, Blackberries - that blur the boundaries between work and home.

At McGhee, we're dedicated to helping leaders and their teams thrive during challenging times while maintaining work/life balance. Here are a few ideas to help you alleviate the pain and work-related stress from which your staff may be suffering:

Leverage Existing Technology - E-mail has exploded and migrated from being an efficient communication method to an often oppressive form of technology. The *Take Back Your Life* program leverages Microsoft Outlook to help individuals and teams more effectively manage this form of communication by reducing the time and impact e-mail has on the workday.

Reduce Overwhelm - Most stress originates from loss of control, which leads to feelings of overwhelm. But when your team knows how to eliminate day-to-day distractions and focus on the *right* things, they will be more in control. They will have the confidence to make decisions and to disengage from activities that do not relate to their objectives. We suggest holding weekly 1:1 meetings with your team to discuss priorities and progress related to their objectives.

Facilitate Teaming - When your workforce is aligned as a team to unifying goals, they will be more prepared to help each other out in times of stress because they know how each person is contributing to a longer-term vision of success.

Offer Training - Providing productivity training is a simple solution for getting employees better equipped to work efficiently and manage their stress. Through our training, workers not only learn an efficient system for processing information, but also for making strategic decisions based on objectives.

Emphasis Work/Life Balance - By focusing on strategic activities versus day-to-day distractions and e-mail, your workforce is able to produce more results with less effort allowing them to free up their calendar for truly enjoyable activities. Encourage employees to disconnect when away from work and allow them to plan personal activities on the same calendars they use at work to reduce the likelihood of double booking themselves.

By taking the time to apply these suggestions, you can inspire your workforce to do the work your business needs to thrive. As the holidays approach, we hope these tips will help your entire workforce have a healthy, happy holiday season.

Organization: A 9-Year-Old's Perspective

This is a true story that came to us from an executive client. It depicts a humorous conversation between the client and his intuitive nine-year-old son. This unique and very human perspective will show you how applying the *Take Back Your Life* methodologies can change how others perceive you and have a far-reaching impact.

The client, who we'll call "Dad", sent us the following recollection:

Driving Jimmy to school this morning the conversation went like this...

Jimmy: "Dad, Mom says you mustn't forget to take me to the doctor's on Wednesday morning AND have my sandwiches and running shoes packed too."

Dad: "That's OK Jimmy. I have it all in hand, but you also stay at Mom's that night and then you're back at my house the next day. You and Mom keep worrying that I'll forget things. I don't do that anymore!"

Jimmy: "Yes, Dad, a few weeks ago I realized that. I had a thought that you just remember everything these days - not like when I was 6 or 7. You've gotten so much better at that Dad, well done. But Mom still thinks you need reminding on everything."

Dad: "Jimmy, I know BUT..."

Jimmy: "Same at Brittney's house. You always tell the girls when to pick me up when it's your week. They know exactly what to do, and I know you tell them cuz they show me your e-mails."

Dad: "Jimmy, yes, I know I..."

Jimmy: "We aren't late anymore either getting held up packing stuff up in the morning. It's all there already. Done when we wake up - bags and shoes always at the door ready and breakfast on the table."

Dad: "Jimmy, yes, I know it's all because of that man you met in the pub..."

Jimmy: "and you don't spend hours working at home late at night. Sheri said that, didn't she?"

Dad: "Jimmy, yes, I know it's all because of that man you met in the pub. You know, John Wittry who wrote the book."

Jimmy: "Yes, he liked me. He thought I was funny."

Dad: "Yes he did, but you mustn't tell people you think Dad is obese. It's rude to do that."

Jimmy: "It's the book in your bedroom by your bed, isn't it?"

Dad: "Yes, and one day I'll show you what it's about."



Jimmy: "Why don't you get it for Mom for Christmas?"

Dad: "Well, do you think she needs it?"

Jimmy: "I think she needs to lose weight. Does it help you to do that Dad?"

I laughed.

We encourage you to share your stories with us by e-mailing:
info@mcgheepro.com

Copyright © McGhee Productivity Solutions
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.

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