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TESTIMONIAL

"I'm so much more on top of my work now, and I couldn't have done it without McGhee's expertise, kindness, great questions and fantastic coaching skills. They helped me to find and overcome the sticking points unique to me. I'm just so thrilled with the experience and am looking forward to continuing this practice and seeing more amazing results."

- Angela Miele,
Avanade Inc

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What do new Proctor & Gamble CEO Bob McDonald, American statesman Colin Powell, Southwest Airlines President Colleen Barrett, and Gandhi have in common? An ethical philosophy of leading known as Servant Leadership, where the focus is on the needs of the "followers" and the power is shifted to those being led. In this issue of the *Insider's Link to Productivity*, we examine Servant Leadership and a related model for practice. Yes, a culture that is not power-based does generate results! Also featured is a top ten productivity "basic" via simple steps for establishing a baseline calendar to support you in achieving your objectives - one day at a time.

- Laurie Oswald, Director of Services

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"A Leader isn't the one that creates followers; instead a Leader is the one who creates other Leaders" - unknown

By: Peter Felsmann, McGhee Executive Consultant

I recently read the phrase above, and it made me reflect upon the different aspects and definitions of what a leader is.

I believe that being a leader has to do with the capability to make decisions, to be able to identify needs and opportunity, to be willing to make a mistake, to be authentic beyond other people's approval, and to be willing to speak truth and search for ways to live aligned with that truth.

Other aspects of leadership are, in my opinion, related to service. The term "Servant Leadership" is becoming more and more frequent in the business environment, which may be a counter-intuitive concept for many. Servant Leadership involves the skill of influencing people to work enthusiastically toward goals identified as being for the common good, primarily using authority while seldom resorting to power.

In Servant Leadership, the leader is responsible for generating alignment in a team/family by communicating a vision that is not only shared, but rather "owned" by the leader's team/family. Once the alignment is accomplished, the leader has the duty of serving each member of the team to accomplish what they have

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

TIP: Review your calendar weekly for work/life balance, and identify what you need to do to maintain and sustain equilibrium.

committed to do, not through coercion or control, but through understanding, coaching, and communication.

The Servant-Based Leader is committed to the team/family winning, because when each member wins, the whole team and organization does as well. McGhee's Objective Accountability Program (OAP) is a business-practices model that aligns well with this approach. Fostering integrity and accountability, the OAP brings Servant Leadership to life by involving and empowering employees, resulting in a more enthusiastic and engaged workforce. This, in turn, allows the organization to reach its goals and helps promote the common good.

Setting Up Your Baseline Calendar

Because your to-do list has no boundaries and is limitless, over committing is easy. The calendar, on the other hand, is bound by 24 hours each day. Did you know there is a 75 percent greater chance that your tasks will actually get done if planned on your calendar as opposed to being stored on your to-do list or in your head?

Follow these simple steps to establish your baseline calendar. Learn how to be discerning with your time to gain freedom and work/life balance. Start saying "yes" the most important things.

Step 1 - Record Your Activities:

Over the next week, bring awareness to how you are currently spending your time by tracking and recording everything you do on your Outlook Calendar. No matter how trivial you think the activity is from getting your morning latte to checking your e-mail, make sure you record it.

This exercise will help you establish a baseline for what you are actually doing and will give you a starting point to analyze your activities. You can then determine which activities you want to stop doing, which activities to keep doing, quicker ways to get things done, and better times of the day to complete tasks.

Step 2 - Identify Essential Recurring Activities:

Identify the essential recurring activities that you need to perform weekly, monthly, and yearly. Essential recurring activities could be: processing e-mail, downloading and processing voice mail, holding monthly 1:1 meetings with your staff, attending quarterly management team reviews, picking up your kids, or exercising three times a week.

To discover what your baseline calendar activities are, ask yourself the question, "How much recurring time do I need weekly, monthly, and annually, to ensure that my personal and business objectives get completed?"

Step 3 - Book Recurring Activities on Your Calendar:

Ensure that you book all of your recurring activities onto your calendar. After these activities are booked, you can clearly see how much time you have left. From there, you can plan and prioritize your remaining to-do list and decide whether to accept additional meeting requests.

As you schedule baseline activities on the calendar, you'll want to consider the best time to book your activities by indentifying how each fits into the rhythm of your business and personal life. For example, is the best time for you to check e-mail in the morning before your staff meetings when there are fewer distractions? If you leave 20 minutes earlier will you miss rush hour traffic and reduce your commute?

Step 4 - Plan for 9-1-1 Interruptions:

Don't forget about interruptions that you can't predict or expect. Include unstructured time in your baseline calendar for the unexpected. Of course, those situations probably won't happen on the days you book for them, but preparing for those situations will give you more time on your calendar to rescheduled meetings and other activities when it does happen.

Step 5 - Review and Course Correct:

Perform your weekly review. If your activities are not moving your objectives forward, course correct and adjust your baseline calendar accordingly. For more information on performing a weekly review or more details setting up your baseline calendar call 1(866)400-9948.

Detailed descriptions and methods for establishing your baseline calendar and prioritizing and planning your calendar can also be found in the book [Take Back Your Life! Using Microsoft Office Outlook to Get Organized and Stay Organized](#), by Sally McGhee, CEO of McGhee Productivity Solutions.

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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