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TESTIMONIAL

"In the days, weeks and months since I took the McGhee class, the overall TBYL system has had a profound impact on my focus, organization and accountability -- to my superiors, my staff and to myself. Likewise, I've been able to hold others to a higher standard."
- Mackenzie Warren
Gannett Co. Inc.

QUICK LINKS

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The need for sustainable change efforts is increasing. You have likely experienced the impact of leadership implementing a new program, only to have it disintegrate slowly and become another "flavor of the month". In fact, 70% of all change efforts do not succeed. The impact has a long term effect on morale, turnover, productivity, and finances. In this month's issues of *Insider's Link to Productivity*, read about a company still reaping the benefits of implementing our productivity system a year later, explore "monotasking", learn new tips, and enjoy our latest podcast by McGhee Partner and Executive Consultant, John Wittry.

- Laurie Oswald, McGhee Sales & Marketing Director

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

Leadership and Sustainability

Charles Darwin said, "It is not the strongest of the species that survives, nor the most intelligent, but the one most responsive to change." Contrary to popular belief, people do not resist change; they resist being controlled. People are less resistant when they are actively involved in the change process and more successful when they have systems in place to support them in executing over the long term.

The Chief Executive Officer at top chemical distributor **TR International** (TRI) wanted a system for storing and processing information that would enable him to take on more projects, align his team, and create work/life balance among the staff. He achieved those results and much more.

CEO Anthony Ridnell worked with McGhee Senior Consultant, Jennifer Wilmoth, in a 1:1 Personal Information Management session. He identified and refined his objectives, projects, and next actions. It soon became obvious that a lack of clear objectives was contributing to the company's reactive culture. Through the paradigm shifts he experienced, Ridnell realized he needed to set the example as a leader and communicate more clearly to reduce uncertainties within the group.

SPECIAL OFFER

Listen to Executive Consultant and Partner, John Wittry, offer advice in this **free** podcast.

[Listen Now](#)

TIPS & TRICKS

Clearly label the project name or acronym in the subject line of every task, regardless of its categorization. This will allow you to search the TaskPad to find all tasks related to that particular project by category, in a single view.

For more details, e-mail info@mcgheepro.com

Everyone at TRI learned these same methodologies and began to open the lines of communication in a McGhee group session. Together, they worked cooperatively and made decisions to address shared challenges, clarify objectives, create new protocols for communication, and implement a system to keep them focused and on track. For more information, [read the full case study](#).

"When you run your life based on the e-mails coming into your inbox, you are just playing defense," said Ridnell. "With this system, you are running your life based on tasks that need to get accomplished in order to produce results. The key for me is, I've gone for over a year without blowing up people's lives, because the *right* things are getting done," said Ridnell. This approach created a higher degree of accountability with everyone at TRI because they know their co-workers have a system for holding themselves and others accountable.

The success of your results is inextricably tied to your ability to focus and be accountable now and a year from now. If you're interested implementing any of the concepts discussed in this article, contact info@mcgheepro.com and you will be connected with a McGhee Consultant.

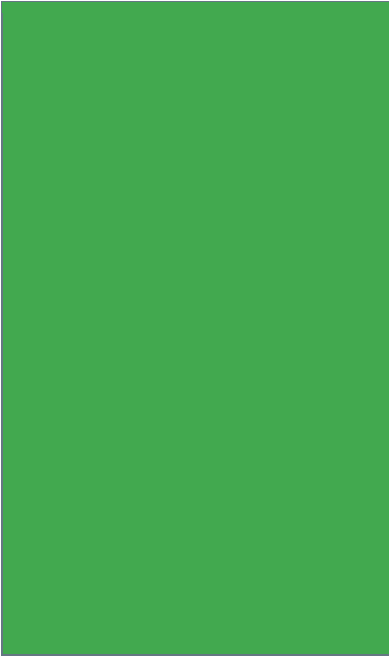
How Monotasking Saved My Life

By: Director, Fortune 500 Company

In the game of life, I used to be an expert multitasker. Each day, asking myself, "how much can I get done today?" I'd scribble notes on my to-do list and go throughout my day frantically trying to get it all done.

It wasn't until my coaching session with McGhee that my life and outlook changed. I began to see that my behavior was actually manifesting the exact opposite of what my intentions were; in actuality, I was accomplishing less because I was spending just as much time, if not more time on menial tasks and multitasking versus those tasks that could truly move me forward. Both my business and personal life suffered as a result.

Multitasking was slowing me down and impacting my focus. Through conversations with my McGhee Consultant, it became obvious to me that multitasking was just keeping me busy with a sense of feeling productive. And I learned that contrary to what we all think, there is NO such thing as multitasking - only switching from one thing to another very quickly! To shift my paradigm I would need to answer the tough question, "What do I really want?" By narrowing my scope to the most important items, I could reduce the number of things I needed to get done in any given day and take more control.



The notion of giving up a lifestyle that I'd become so accustomed to was a difficult pill to swallow. My identity revolved around this manic state of multitasking. Who was I without it? How would people react to a calmer, more focused me? What would happen if I didn't respond immediately? My anxiety began to take over. Luckily, my McGhee Consultant was there to help me with all of these questions.

After shifting to a more focused approach, my relationships and results improved. People now get my undivided attention, projects are progressing because I'm taking action, I'm no longer bogged down in day-to-day distractions, and I feel relief from the pressure of feeling like I have to get it all done. I'm proud to say I'm a monotasker! I even chuckle a bit when I see someone, in the middle of texting, look up and ask, "What did you say?"

If you are a multitasker like I used to be, let McGhee help you by [clicking here](#).

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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