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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**

QUICK LINKS

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

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

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

SPECIAL OFFER

Try our fully functional TBYL 4Outlook Add-In free for 30 days, no obligation to purchase. The add-in allows for faster, easier e-mail management.

Have we entered an era where professionals will no longer take work-free vacations? In a recent survey of professionals conducted by Accenture, 53% of respondents indicated that they will work during vacations this year. Nearly half of employers recently surveyed by CareerBuilder say they expect employees to check in while they are away. With technology making it easy to stay perpetually connected, McGhee's programs for staying productive and balanced are receiving more interest than ever

- Laurie Oswald, Director Sales & Marketing

Back to Work: Back to School

Returning to work after vacation is met by many of us with uneasiness. No matter how brief or extended our vacations may have been, making the transition from life-mode back to work-mode can seem overwhelming as the thoughts of our lingering to-do's start to resurface.

So, as we relinquish the margaritas and head back to work, it's important to keep in mind that there is a mental strategy and action plan we can take to prepare us for going back to work. It begins by not letting the anticipation of our piling up to-do's drag us down.

Mental steps we recommend taking before returning to work:

- Acknowledge your unconscious [limiting beliefs](#) ahead of time so that you can begin the process of turning those around
- Take a moment to truly celebrate the time you had at play or at rest
- Trust your [Integrated Management System \(IMS\)](#)
- Refocus on the things you want to accomplish during the remainder of the year (review your Meaningful Objectives)

TIPS & TRICKS

E-Mail Tip:

Provide the proper data and use a meaningful subject line.

[click here for detailed tip](#)

Action plan for getting caught up:

Back at the office, you may feel the urge to just start dredging through all the e-mail, sticky notes, voice mails, and tasks that have piled up in your absence. It's important, however, to resist the urge to just start "doing" things, which will only prolong the amount of time it will take to get caught up. Instead, use the [Workflow Model](#) as a decision-making tool for getting organized. You'll be amazed at how many of your to-do's will disappear when you answer the question, "Does this relate to my Meaningful Objectives?"

The remaining items can then be processed using the [4D's for Decision Making Model](#), at which that time, you will strategically decide which items to do, delete, delegate, or defer.

Got school-age kids? Consider using McGhee concepts for planning for back to school:

Get strategic. Set long-term goals with your kids that you want them to accomplish during the school year (Meaningful Objectives). Once the objectives are set, you can create metrics and milestones for each. Then, put each objective into *your* IMS and schedule one-on-one time with your kids to track progress on an ongoing basis. This can be very empowering because you are creating a proactive structure for connecting with your kids to discuss their goals in lieu of waiting for the next progress report.

When working through the tactical to-do's of back to school, like shopping for school supplies, use your IMS to track and organize your tasks. Record critical due dates on your calendar or set reminders in your Outlook TaskPad. Then, plan and prioritize the tasks that you need to complete each week.

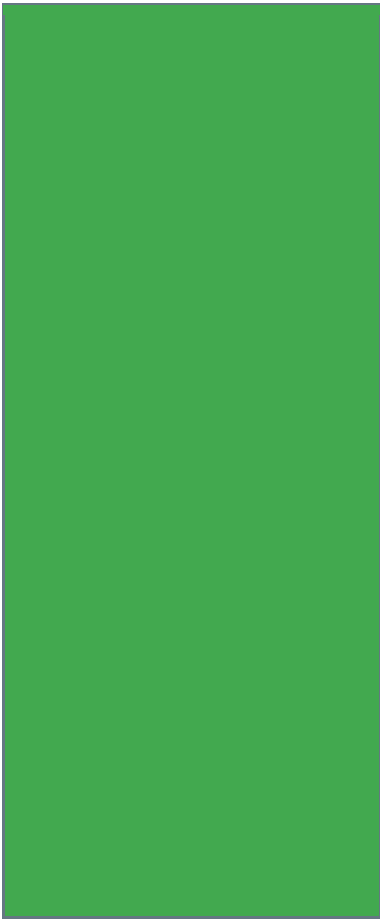
For more productivity tips, visit us on the web at www.mcgheepro.com.

Perfecting Your Backswing

As most avid golfers know, getting custom fitted clubs won't make you a pro. A perfectly groomed course won't do the trick either. It's all about technique, training, and practice. This is also true for improving your productivity.

Microsoft Outlook is the tool, or fitted club, and McGhee Productivity Solutions is your instructor, providing the training you need to achieve that 300 yard drive you've been aiming for - metaphorically speaking.





As with athletic coaching, our consultants provide hands-on solutions that are implemented in real time. After just one session you could have zero e-mails in your inbox and feel more in control of your workload and life.

We start by helping you set specific, measurable, and meaningful objectives; because it's not about getting it *all* done, it's about getting the *right* things done. Next, we'll help you discover methods and protocols for addressing the various issues affecting your performance, including: e-mail overload, constant interruptions, too many meetings, and a lack of strategic time. As your instructor, we'll provide you with tools for course correcting and measuring progress to help you stay on-track with your goals.

Following the training, you'll begin to experience a greater sense of focus and work/life balance. With some practice, you will soon be a pro at improving your communication, organization, and time management skills using Outlook as your custom productivity tool.

Don't worry, you're not alone in this process. We'll continue to provide you with eLearning, follow up calls, webcasts, reading material, and an online community to help keep you par for the course.

For more information on our seminars, please visit www.mcgheepro.com or e-mail 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

