

IN THIS ISSUE

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

TESTIMONIAL

"Before I had my executive PIM session, I felt out of control. I was working at night, on weekends, and my work day was full of interruptions. Now, I have a life. I have not stopped doing anything. I am just doing it differently. My calendar is now completely under control, and I work much less and get the same amount done. I reduced my time in meetings by 12 hours a week."

**Ed Robertson, EVP
Major Financial
Institution**

QUICK LINKS

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

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

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

Over the years, we've witnessed many client transformations, and we are honored to be a part of that experience every day. To help our clients sustain results, we are committed to providing an array of tools such as articles, eLearning, case studies, webcasts, and more.

In this issue of *Insider's Link to Productivity*, we reveal our newest client resource - an updated McGhee website. We also explore tools and tips around multitasking and performing a weekly review to help you maintain work/life balance in the summer months. Enjoy!

- Laurie Oswald, Director Sales & Marketing

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

Official Launch of the New McGhee Website

We are proud to announce the official launch of our new website designed to better support our clients and reflect the McGhee mission - to empower leading organizations to increase performance and work/life balance. New and modified features include:

Enhanced Multimedia - informative videos and webcasts

New Client Resources - case studies, articles, newsletters, white papers, models, and protocols

Improved Shopping Cart - intuitive design, new product rating system, free stuff, and more

McGhee Community - LinkedIn and YouTube access (McGhee blog coming in Q3)

User-Friendly Design - updated navigation, descriptive content, and inspiring design

To see all the new features, visit www.mcgheepro.com.

SPECIAL OFFER

Listen to us on Castle Rock Radio.

Topic: **This is You Multitasking and It Ain't Pretty.**

[Click here to download the show](#)

TIPS & TRICKS

E-Mail Checklist Before Hitting "Send!"

Use list of tips to ensure that you are sending effective e-mail messages.

[click here for the list](#)

The Weekly Review for Managing Your Objectives

Running on autopilot? How often do you stop to get a 30,000 foot view of where you are and, more importantly, where you're going?

Strategic planning in the beginning can increase productivity and the likelihood of achieving desired results in the end. However, even the best laid plans can flop due to the many variables around execution, from constant fire drills to a lack of motivation to disorganization. So **how do you maintain control and ensure that everything is on track and moving forward when it comes to execution?**

Our recommendation: Do assessments weekly using a proven Weekly Review process. The Weekly Review can help you manage your progress and course correct long before a project - or your life - gets derailed.

Start by centralizing all of the tidbits of information you have amassed, from paper scribbles to mental notes. Organize the information according to action or reference and either file it, put it into an Outlook task, or add it to a project plan. Follow all [10 Weekly Review steps](#) to ensure that you reach project milestones and complete your objectives.

Be honest with yourself during this process, and if necessary, course correct to ensure that nothing falls irretrievably through the cracks. Doing so will make you feel like the master of your objectives and empower you to celebrate your accomplishments.

The Weekly Review is an integral part of sustaining productivity because it forces you to stop, catch-up, and focus your time on *the most important things* to drive your objectives forward. Contact us to learn more about performing the [Weekly Review](#).

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