

IN THIS ISSUE

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

TESTIMONIAL

"This program was definitely an eye-opener. It provided a complex, yet simple way of organizing that will help you be more effective at work, and in turn, balance your life as well. Terrific program and outstanding facilitator."
**Seminar Participant,
Kraft Foods**

QUICK LINKS

[1:1 Coaching \(PIM\)](#)
[Group Seminars \(TBYL\)](#)
[Consulting Services \(OAP\)](#)

One of the most inspiring personalities of 2009 was that of Captain "Sully" Sullenberger III who, along with his crew, saved 155 lives via an emergency landing on the Hudson River. In a recent keynote address, he recaps the event by commenting, "I had to actively compartmentalize and focus and force distractions away and just concentrate on the task at hand. So I forced calm on myself, and then I imposed order on the situation. Finally, because I knew that time was so limited, I focused only on the highest-priority items and I ruthlessly ignored everything else as a mere distraction. Doing a job to the best of our ability requires discipline and focus, not just during extraordinarily difficult situations, but also every day."

Several of the productivity principles described by Sully closely link to those that we use to help our clients in their work and personal lives. In this month's issue of *Insider's Link to Productivity*, we offer several ways to help you embrace these principles by inviting you to take part in a webcast titled "Managing for Accountability" and by providing tips for controlling e-mail by setting boundaries.

- Laurie Oswald, McGhee Sales & Marketing Director

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

Managing for Accountability Webcast

As part of our McGhee community, you are cordially invited to an exclusive event where you will learn key strategies from McGhee consultants in a free webcast sponsored by Microsoft.

Date: Friday, March 19, 2010

Time: 11:00 am - 12:00 pm Pacific Time (US & Canada)

Space is limited, [Register Now](#).

Most organizations incorporate some level of strategic planning in their operating model. Too often however, this exercise is done as part of performance management versus implementing a process for creating alignment and accountability to drive exceptional business results.

SPECIAL OFFER

You are invited to a complimentary webcast sponsored by Microsoft featuring Executive Consultant and Partner, John Wittry on March 19th. [Sign up here.](#)

TIPS & TRICKS

Do you find yourself reusing e-mails and meeting agendas multiple times?

If so, we suggest using Quick Parts to create simple templates for your recurring activities and communications.

[Download technical instructions here](#)

Some common meeting and travel templates include...[\(click here\)](#)

In this webcast, McGhee consultants [John Wittry](#) and [Susan Dunn](#) will review managing for accountability and how to leverage the following cycle of productivity at the individual and team levels:

- [alignment](#) through identifying objectives and project
- [focus](#) from routinely creating strategic next actions
- [integrity](#) through scheduling of these actions
- [accountability](#) through routinely reviewing completions and course correcting.

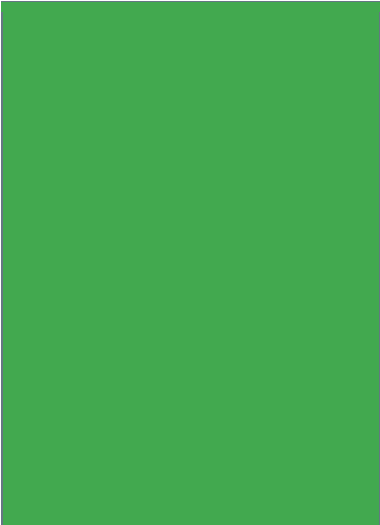
They will also explore how to build this cycle into weekly, monthly and quarterly 1:1 and team meetings.

Take Control of Your E-Mail by Setting Boundaries

With today's technology we have the ability to respond immediately to incoming e-mail messages, but just because it's possible doesn't mean it's the best choice. When we respond immediately, we're conditioning others to expect quick responses which can then trap us in a perpetual state of reactive behavior; this inevitably leads to the irritating (and nonproductive) habits of e-mail during meetings, e-mail during conference calls, e-mail during the one-hour journey home (you get the picture) just to satisfy the unrealistic expectations that we've created. The result is that e-mail drives us instead of the other way around, which can be frustrating and unsatisfying.

To regain control, we must start by setting boundaries.

- **Reduce e-mail to one account** - Eliminate all unnecessary e-mail accounts. Some companies prohibit combining personal and business e-mail; if this is the case for you, keep only two accounts open. If you can't, then use mail forwarding or POP settings to combine some of your remaining accounts.
- **Manage e-mail interruptions** - Turn off all e-mail notifications, both visual and audio, as these distractions will cause you to lose focus.
- **Limit e-mail processing to once or twice a day** - Unless your role is designed to support short turnaround times, limit the number of times you process your e-mail. This doesn't mean that you can't monitor your e-mail during the day, but there's a distinction between checking for critical items vs. processing (and emptying) your inbox.

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- **Manage e-mail response times** - Establish your preferred e-mail response time and let others know what to expect; a 24-hour response time is usually acceptable. Always respond to e-mails within the response time, even if it's only to let the sender know that you'll be delayed in properly responding to their request.
 - **Establish an E-Mail Protocol** - E-Mail is most effective when team members are clear on how to effectively use it, e.g. when to use the cc line, how to write clear e-mails, and which situations are best handled by other forms of communication, such as a phone call.

For assistance with creating e-mail protocols for your organization, contact us at 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