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**FOR IMMEDIATE RELEASE**

## **Take Back Your Life™ and Stop Drowning in E-Mail, Meetings, and Interruptions**

**Sign up for a Professional Development Program and learn tools to  
improve productivity and gain work/life balance**

**DENVER, CO, June 4, 2009** – The Washington D.C. Chapter of the American Society for Training & Development, together with ESI International and McGhee Productivity Solutions, will offer a Professional Development Program on June 26, 2009 for executives and teams looking to stop drowning in e-mail and start focusing on projects and goals.

Mario Dones, Consultant and Executive Coach, provides consulting services for the Mid-Atlantic Region based on the Take Back Your Life™ methodology offered by international consulting firm McGhee Productivity Solutions. “This program helps individuals and organizations identify their meaningful objectives, priorities, and accountability measures,” explains Mario.

The seminar teaches participants how to focus effectively on-the-job without being hindered by the non-stop flow of required—but not necessarily important—information. Employing a three-phase workflow model in real time on laptops, participants immediately apply the concepts taught to their current work and personal life. The system is flexible and adapts to each participant’s work style and objective, leveraging Microsoft Outlook® as the tool to create sustainability. By the end of the one-day seminar, participants experience a sense of relaxed, focused control with all objectives, projects, actions and information in one organized system.

### **Learning Objectives:**

- Build a system that reduces the number of electronic and personal distractions
- Examine a productivity model centered on creating methods for achieving meaningful business and personal objectives
- Demonstrate a process for leveraging technology to create a central system for collecting and processing information
- Develop a process for finding and filing information that literally saves hours each day
- Develop a system for managing multiple objectives and projects simultaneously
- Develop an effective system for tracking delegated items
- Learn how to eliminate e-mail overload and replace it with a process that saves time while increasing personal and team accountability

For more information or to register for the event, please visit <http://www.dcastd.org/monthly-programs2/> or email [info@mcgheepro.com](mailto: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. CEO Sally McGhee is the author of the popular book series Take Back Your Life! Using Microsoft Outlook to Get Organized and Stay Organized. [www.mcgheeproductivity.com](http://www.mcgheeproductivity.com)