

Personal Information Management Logistics

Below are a few suggestions that will help you to prepare for the session and support our time together to be the most productive. It will also allow you to fully focus on obtaining the results you desire from this session. If there are questions we have not answered, please give us a call.

Prior to the Session

- Mutually agree on session date/time/location with your McGhee Productivity Solutions Coach**
 - Session times are 9am -5pm unless specifically discussed otherwise with your Coach
- Email your objectives for the day to your coach prior to the pre-call**
 - Specifically, what do you want to accomplish as a result of the PIM?
 - What do you want to do differently, and experience differently?
 - This will remain absolutely confidential
- Complete a 30 minute pre-call with your coach and your administrator (if appropriate) to discuss objectives and any other particulars. We recommend that your Administrator participate in the first hour and last hour of the day (if appropriate).**

Preparation for the Session

- Dress casually and comfortably**
 - We may be moving files, paper and maybe even furniture
- Clear your calendar of all meetings and appointments for a full 8 hour day**
- Communicate with your staff that you will be in a training that will last all day and are not available for interruptions**
- If you have voice mail, consider changing your greeting**
 - Let callers know that you will be unavailable except for emergencies

Technical Requirements

- Your computer must have Microsoft® Outlook® 98-2003 with latest service packs**
- Your email must be a recent synchronization or connected to server/domain for email access**
- You must have access to Outlook Inbox, Tasks, Calendar, Reference Files and Personal Folders**
- Contact data for your company's technical support services in case technical assistance is needed**
- We highly recommend that you have a PDA that synchronizes with Microsoft Outlook**