

## Take Back Your Life 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.*

### Facilities

- **Mutually agree on session date/time/location with McGhee Productivity Solutions Facilitator.**
  - Seminar times are 9 a.m. -5 p.m. unless specifically discussed otherwise with Facilitator
- **Set up 30 minute telephone pre call with your Facilitator to discuss group particulars.**
- **Reserve meeting space location for the group. Please see recommended room arrangements below.**
- **We recommend a working lunch/refreshments for participants. This simply allows more time for group activities.**
- **Room arrangement requirements (see diagram attached). Please provide:**
  - Name tags and/or name tents for participants
  - PowerPoint® Projector for facilitator
  - Flip chart or white broadboard with markers

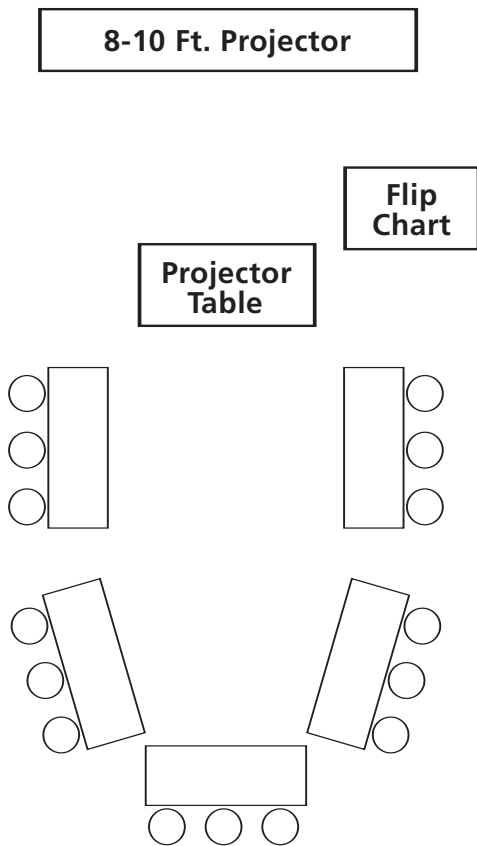
### Materials

- **Order Take Back Your Life Special Edition from Amazon.com or your preferred book vendor – one per participant**
  - Please deliver books to the room 30 minutes prior to session
- **Communicate meeting details to participants**
  - We will provide you with a session overview. Please provide a copy to each participant. Include time, date and location.
  - Technical requirements (laptops or PCs, with access to Outlook and email)
  - Preparation (Synchronize Outlook inbox with server if disconnected)

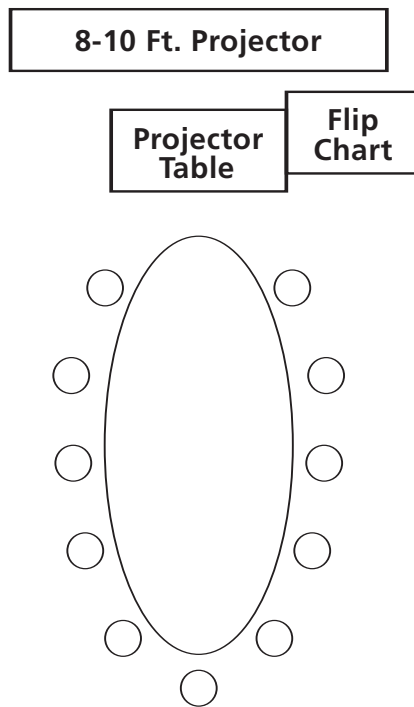
### Technical Requirements

- **Email must be recent synchronization or connected to server/domain for email access.**
- **If connecting to the network, each user must bring a network cable.**
- **Users must have access to their own Outlook Inbox, Tasks, Calendar, and Personal Folders.**
- **Ideally, all participant's computers will have Microsoft Outlook on their hard drives.**
- **Adequate outlets must be available for participant's machines.**
- **Technical Support Services must be available for the first 45 minutes to help participants and facilitator set up and log on.**
- **It is essential that you clarify corporate guidelines regarding personal and business use of Outlook, specifically as it relates to location of personal folders.**

### Horseshoe-Style Setup



### Conference-Style Setup



### Standard/Auditorium Setup

