

Enhancing Personal Productivity "On the Go"

If you have experienced any of MPS' services and have set up your Integrated Management System (IMS), then you might be interested in taking your productivity to another level. And if you haven't set up your system yet, what are you waiting for? Imagine what it would be like to take some of the key components of your IMS with you while you're "on the go." What might that enable you to do?

As an example, consider that a mobile phone can integrate seamlessly with your IMS. And not just any mobile phone, but a Windows Mobile™ Smartphone. Smartphones running Microsoft Windows Mobile™ 2003 Second Edition or the newer Windows Mobile™ 5.0 allow for great integration with Microsoft Outlook. Let me share some productivity enhancements that will support you while you are "on the go."

First, you can view all your appointments and meetings; your Calendar will now be mobile and right in your pocket, going wherever you go. But did you know that you can also use your Smartphone to leverage your IMS and, in particular, tasks?

All of your tasks, including your meaningful objectives, supporting projects, 1:1s and even your Strategic Next Actions (SNAs) are right there on your phone. The version of your Mobile OS will determine exactly how you view your IMS. On Windows Mobile™ 2003 Second Edition Smartphones, you will need to use a key word to sort your tasks as there isn't native support for categories. Another option for the 2003 Edition is to use a third party application, such as Power Tasks by Developer One Inc. which does provide category support. With Windows Mobile™ 5.0, though, the Smartphone supports full use of categories, so your tasks are easily viewable by category, allowing you to directly access the appropriate set of actions, e. g. SNA Calls or SNA Errands.

So how does this make you more productive while you're on the go? Having a smart phone gives you 24/7 access to your IMS so that you have access to your tasks when and where you need

Letter from the Editor: We Need to Know What You Think!

I'll bet you didn't even know there was an editor...but here I am. Actually, I wear many hats and one of them is working with our team that brings you new products and services. In that role, I am asking for your help. I'd like to talk to you occasionally about some of the products, services, and tools that we're working on to continue to help you focus on what's important to you. We would also like to understand more about your culture of productivity. It's a chance for you to tell us what you need, what you think, and what you want. And a chance for you to test new products and services that we're planning, if you're interested.

I want to keep this informal, so I only plan to send an occasional e-mail with questions or information. And, of course, we won't share your e-mail address with anyone outside of our company. Just e-mail me at shellyj@mcgheeproductivity.com with the subject "Focus Group" and I'll get you on the list.

them. For example, you check your SNA Errands category as you are walking to your car to drive to work and realize you could drop by the cleaners to pick up clothes. Or you see that you need to go by the local arts store to get materials for a school project for your kids. Or you see a task to go to the grocery store and, even better, inside the task is your shopping list. Each of these scenarios is made possible by having the data right at your finger tips.

You might be at the airport early with 45 minutes to spare. You check your Smartphone and under the SNA Call category you see all the phone calls you need to make. Since you've synchronized all your contacts from Outlook, you can easily go to Contacts, get the details you need, and make those 45 minutes very productive.

I also use my Smartphone to capture voice notes whenever I get an idea or remember something that needs to go on my Task Pad. I treat it like another Collecting Point and just process those ideas like all my other Collecting Points..

Of course, you can also see your e-mail and keep abreast of what's happening with the added benefit of being able to respond immediately to urgent items. And did you know that you can reply to urgent mails by inserting a voice recording or voice note? Instead of trying to type a meaningful message on the tiny keyboard, you simply record, reply and send. However, I want to caution you about processing e-mail on your Smartphone. You really need dedicated time to use the 4 Ds for Decision Making to process your e-mail effectively. Trying to process e-mail on a tiny phone while in a meeting or attending to other business isn't a good use of the technology or of your time. Be present, be focused and save the e-mail processing until you can fully leverage the 4 Ds. You'll find that you'll make more productive use of the time you have and make better decisions.

These are just a few examples of how you can increase your productivity by integrating a smart phone into your daily activities. It certainly has helped me to keep a clear mind while I'm on the go. I can capture notes easily 24/7, I can quickly review my objectives, identify my upcoming commitments, and act on Strategic Next Actions in the moment. Having one device I can take with me where I go helps me to stay focused on my meaningful objectives, both business and personal.

--Gregory Stewart, Consultant

Are there any benefits to you? Of course -- at a minimum, I'll do random drawings for some autographed copies of Sally's new book, due out by early summer, and drawings for some other things out of my prize closet from time to time like free products and other goodies.

Remember, just e-mail me at shellyj@mcgheeproductivity.com and I'll add you to the list.

All the best for a happy, healthy, and productive 2007 from me and all of us here at MPS.

-- Shelly Johnsen, Marketing Director

To discuss how McGhee strategies can help you achieve your objectives more effectively, just [e-mail us](#) or contact us any time from our [web site](#).

Thanks for your interest in McGhee Productivity Solutions.
We look forward to serving you in the future!

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