

Take Back Your Life™ for Executive Administrators

Course Overview

This course enhances the productivity of Executive Administrators by teaching them to create and maintain an Integrated Management System. This system uses Microsoft® Office Outlook® and MPS methods and protocols to process a constant stream of incoming electronic and voice mail communications, next actions and projects.

Executive Administrators learn how to focus effectively while on the job without being hindered by the non-stop flood of required—but not necessarily urgent—input, decisions and actions. Learning a three-phase workflow method, Executive Administrators immediately apply the concepts taught to current work at hand. The system is flexible to adapt to each participant's work style and workload.

By the end of the one-day seminar, Executive Administrators will experience a sense of relaxed, focused control, with all objectives, projects, plans, action steps, and information organized in Outlook. Key issues addressed include: managing your boss' calendar, dealing with multiple meeting requests, staying abreast of your boss' changing priorities, managing your tasks while supporting your boss, dealing with interruptions, e-mail overload, filing and finding, and integrating personal and professional tasks into your system.

A pre-call is conducted prior to the eight-hour seminar to assess roles, objectives and appropriate customization. The seminar takes place in a computer lab, classroom or conference room with a combination of PC's and laptops. If possible these computers are connected to the server so participants can apply the concepts to their work immediately.

"I took your seminar yesterday (I was the fellow with 1700 e-mail messages) and I just wanted to thank you and let you know that I managed to get my inbox to zero last night! Wow, do I feel great!"

— Participant,
Microsoft

Course Outline

Introduction

- Program overview
- Assessment of current objectives and challenges
- Review the MPS Workflow Model

Collecting

- Setting up an effective Collecting System
- Collecting commitments and agreements into the Outlook TaskPad

Processing and Organizing

- Setting up an effective Action System
- Creating Planning and Action categories

- Review the MPS Workflow Model
- Processing e-mail, voice mail, papers and the Outlook TaskPad using the MPS Workflow Model
- Creating a Total Life To Do list in the Outlook TaskPad
- Setting up an effective Reference System using the Outlook Personal Folder list and My Documents
- Using the MPS Four Ds to process e-mail:
 - Delete It
 - Do It
 - Delegate It
 - Defer It
- Establish an e-mail protocol:
 - Define the To, Cc, and Subject lines
 - Create meaningful e-mails

- Define a communication protocol – which digital devices to use when and where
- Integrate handheld devices, SharePoint™ and other related Microsoft productivity technologies

Prioritizing and Planning

- Set up an effective baseline calendar
- Prioritize and plan the Outlook TaskPad
- Plan the week against objectives and priorities
- Maintain an Integrated Management System
- Establish boundaries and routines that support productivity