

## Take Back Your Life™ for Individual Contributors

### Course Overview

This course enhances the productivity of Individual Contributors 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.

Individual Contributors learn 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, Individual Contributors 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, participants will experience a sense of relaxed, focused control, with all objectives, projects, plans, action steps, and information organized in Outlook. Key issues addressed include: e-mail overload, e-mail protocol, digital communications, filing, managing multiple objectives and projects, interruptions, tracking delegated items, reading material, and integrating personal and professional priorities.

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 work real-time.

*" I have learned a set of simple but powerful tools to managing my daily life. I felt my life was completely controlled by e-mails, hallway onversations, meetings, and I was not in charge of making progress toward my goals. Now I felt at least I can do something about it!"*

—Kevin Cao  
Windows Peer Networking Team  
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