



About McGhee Productivity Solutions

McGhee Productivity Solutions (MPS) is a leader in helping individuals and teams accomplish their objectives, increase productivity, and improve work-life balance. We do this through integrating our proven productivity methods and models with technologies such as Microsoft Office® Outlook®, SharePoint®, and OneNote®. MPS is led by managing partner and author Sally McGhee, who has 25 years of experience in the productivity solutions field, along with a strong management team of seasoned consultants and managers.

MPS provides high-level consulting that allows our clients to develop a culture of productivity by integrating an accountability framework into the management structure of their companies. The services we provide are customized around corporate objectives, roles and technology. Our clients are able to implement what they learn immediately through experiential learning during one to one coaching, group seminars and consulting services.

We believe we have the ability and responsibility to help clients enhance their quality of life by increasing their day-to-day productivity. To achieve this, we are committed to:

- **Starting** at the top of the organization to create credibility and buy in
- **Listening** to our customers and working collaboratively with them
- **Providing** experiential learning that yields immediately sustainable benefits
- **Creating** customized solutions around objectives, roles and workload
- **Facilitating** company-wide, cost-effective and flexible deployment
- **Measuring** results to ensure value
- **Working** in balance and having fun

Our work with Fortune 1000 companies provides immediate, measurable and sustained results. Our consulting efforts yield on average: a 19% reduction in time spent in meetings, 32% reduction in time spent doing e-mail, 33% less time spent looking for information, 60% reduction in interruptions, and a 78% reduction in the number of electronic messages being stored in the inbox. These savings can add up to more than 11 hours a week per person, and greatly reduced data storage requirements.

Take Back Your Life! Using Microsoft Outlook to Get Organized and Stay Organized, by Sally McGhee, was published in September, 2004. It is quickly becoming an industry standard for maximizing Microsoft Office Outlook as a productivity tool.

For more information, visit us at www.mcgheeproductivity.com, or contact us at (360) 387-5012 or info@mcgheeproductivity.com.