



Become a Microsoft Outlook Cracker-Jack

MANAGING YOUR WORKFLOW
AND KEEPING YOUR INBOX EMPTY

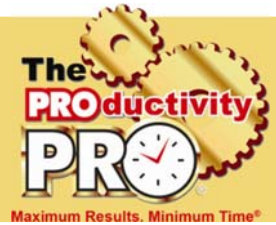
**LAURA
STACK**
The Productivity Pro®

Session 4 with
Laura Stack,
MBA, CSP, CPAE



LAURA STACK, MBA, CSP, CPAE

Speaker ⌚ Author ⌚ Consultant



President and CEO

Laura Stack, MBA, CSP, CPAE, is best known by her moniker “The Productivity Pro®.” Laura is an award-winning keynote speaker, bestselling author, and noted authority on employee and team productivity. She is the president of The Productivity Pro, Inc., a boutique consulting firm dedicated to helping leaders increase workplace performance in high-stress environments. Laura is a past President of the National Speakers Association.

Keynoter

For over 25 years, Laura’s keynote speeches and seminars have helped associations and Fortune 1000 corporations improve output, increase speed in execution, and save time in the office. She is a high-energy, high-content speaker, who educates, entertains, and motivates professionals to deliver bottom-line results. Laura is a member of the prestigious *CPAE Speaker Hall of Fame*, which has fewer than 200 members worldwide) and holds the Certified Speaking Professional (CSP) designation.

Author

Laura is the bestselling author of seven books published by Random House, Wiley, and Berrett-Koehler, including her newest, *Doing the Right Things Right: How the Effective Executive Spends Time* (Jan. 2016). Laura’s books have been published in more than 20 foreign editions, and she is a featured columnist for the *American Business Journal*, LinkedIn, *Time Management*, and *Productive* magazines. Laura has produced more than 50 online training programs.

Recognized Productivity Expert

Laura has been featured nationally on the CBS Early Show, CNN, NPR, Bloomberg, the New York Times, USA Today, the Wall Street Journal, Entrepreneur, and Forbes magazine. Laura has been a spokesperson for Fellowes, Microsoft, 3M, Skillssoft, Office Depot, Day-Timer, and Xerox. Her client list includes top Fortune 500 companies, including Starbucks, Wal-Mart, Aramark, Bank of America, GM, Wells Fargo, and Time Warner, plus government agencies such as the Internal Revenue Service, the United States Air Force Academy, the Census Bureau, the U.S. Senate, and the Department of Defense.



Clients include

Starbucks	Sodexo
Tyco	Ball Aerospace
Wal-Mart	Quest
Cisco Systems	U.S. Bank
KPMG	McDonald’s
Nationwide	Nestle
MillerCoors	EMC
Sunoco	Oppenheimer
IBM	Time Warner
MCI	Wells Fargo
Sprint	Visa
Enterprise	RE/MAX
Lockheed	Denver Broncos

Spokesperson

Microsoft	Xerox
3M	Day-Timer
QVC	Office Depot

© 2016 Laura Stack, MBA, CSP. All rights reserved.

The Productivity Pro, Inc., 9948 Cottoncreek Drive, Highlands Ranch, CO 80130

Phone: (303) 471-7401 ⌚ Web: <http://www.TheProductivityPro.com> ⌚ Email: Laura@TheProductivityPro.com

Celebration

“What did I do since the first session to get better (IMPROVEMENT)?”

AH-HA!

“What has changed for me since attending this session today?” (AWARENESS)

Goal Setting

“Here’s what am I going to DO to ensure that real change actually does take place in my life (BEHAVIOR CHANGE).”

Homework

“Here are the specific things I will complete before the session next week.” (ACTION)

1. Add a new folder called “Old Inbox” and move all email currently in your inbox.
2. Unflag all your emails if you haven’t already done it (find in Search Folders)
3. Practice “Click It and Stick It” – make yourself do 1 of the 6D’s with each email.
4. Follow the Principles of Organization and 6D your Inbox! Spend 30 minutes a day cleaning up your Old Inbox folder.
5. Conduct the 7-Step Planning Method each day.
6. Determine what your CORE Method will be. Are you meeting the HUG criterion?
7. Refer back to prior workbooks as necessary for screen shots.

Handle Incoming Information with the 6-D Processing System™

① D _____



② D _____



③ D _____



④ D _____



⑤ D _____



⑥ D _____



Keep Your Inbox Empty Using the “6-D” Equivalents for Email

1



2



3



4



5



6



Use the Seven-Step Daily Planning Method Each Evening

1. Empty

- Process all email, paper, capture, notes, and voicemail using the 6D system.

2. Today

- Reevaluate anything left under the Today flag. Drag to Tomorrow if you are going to do it.

3. Tomorrow

- Click the Tomorrow flag - review and change Start Dates as applicable.

4. Prioritize

- Drag tasks up/down in priority order.

5. Calendar

- Click tomorrow's calendar and review meetings; are you ready?

6. Block

- Drag tasks to calendar to block time to work if desired.

(7. Forward)

- If it's the end of month or Friday, conduct your monthly or weekly review.

Your C-O-R-E Time Management System

C = CAPTURE

O = ORGANIZE

R = REFERENCE

E = EXECUTE

What Are the Elements in My Core System?

C =

O =

R =

E =

HUG = An Organized Time Management System

H

U

G

ACTION: Are you meeting the HUG Criteria? What might you need to add or tweak?

Educational Resources by Laura Stack

Screenshots of Microsoft Outlook Tips and Tricks: www.TheProductivityPro.com/Laura

200+ Microsoft Outlook online training videos: www.TheProductivityPro.com/Outlook. Use coupon "Outlook20" for an additional \$20 off!

What to Do When There's Too Much to Do book site: www.TheProductivityPro.com/whattodo

Execution IS the Strategy book site: www.ExecutionIsTheStrategy.com

SuperCompetent book site: www.SuperCompetentBook.com

Doing the Right Things Right book site: www.3TLeadership.com

Laura's YouTube channel: www.youtube.com/theproductivitypro

Subscribe to our weekly one-minute personal productivity video training series "The Productivity Minute": www.theproductivityminute.com/

Link with me! www.linkedin.com/in/laurastack

Follow me on Twitter: www.twitter.com/laurastack

Become a Fan of The Productivity Pro®: www.facebook.com/productivitypro

Sign up for my free monthly newsletter, The Productivity Pro®:
www.theproductivitypro.com/subscribe/

Subscribe to my blog: www.theproductivitypro.com/blog/

Laura's website has over 150 free articles for download: www.TheProductivityPro.com/articles

FREE downloadable worksheets, checklists, and resources: www.theproductivitypro.com/free/

Take the quizzes FREE from Laura's books: www.theproductivitypro.com/quizzes/

Get a FREE tip of the day via email: www.theproductivitypro.com/tip-of-the-day/

Resources for purchase (books, CDs, DVDs, self-study audio, video training, MP3s etc.):
www.theproductivitypro.com/products-page/

Laura Stack keynotes: www.TheProductivityPro.com/keynotes

Laura Stack training: www.TheProductivityPro.com/training

I would welcome the opportunity to come to your organization to give a seminar or speak at an upcoming meeting! Please reach out to me anytime at Laura@TheProductivityPro.com.