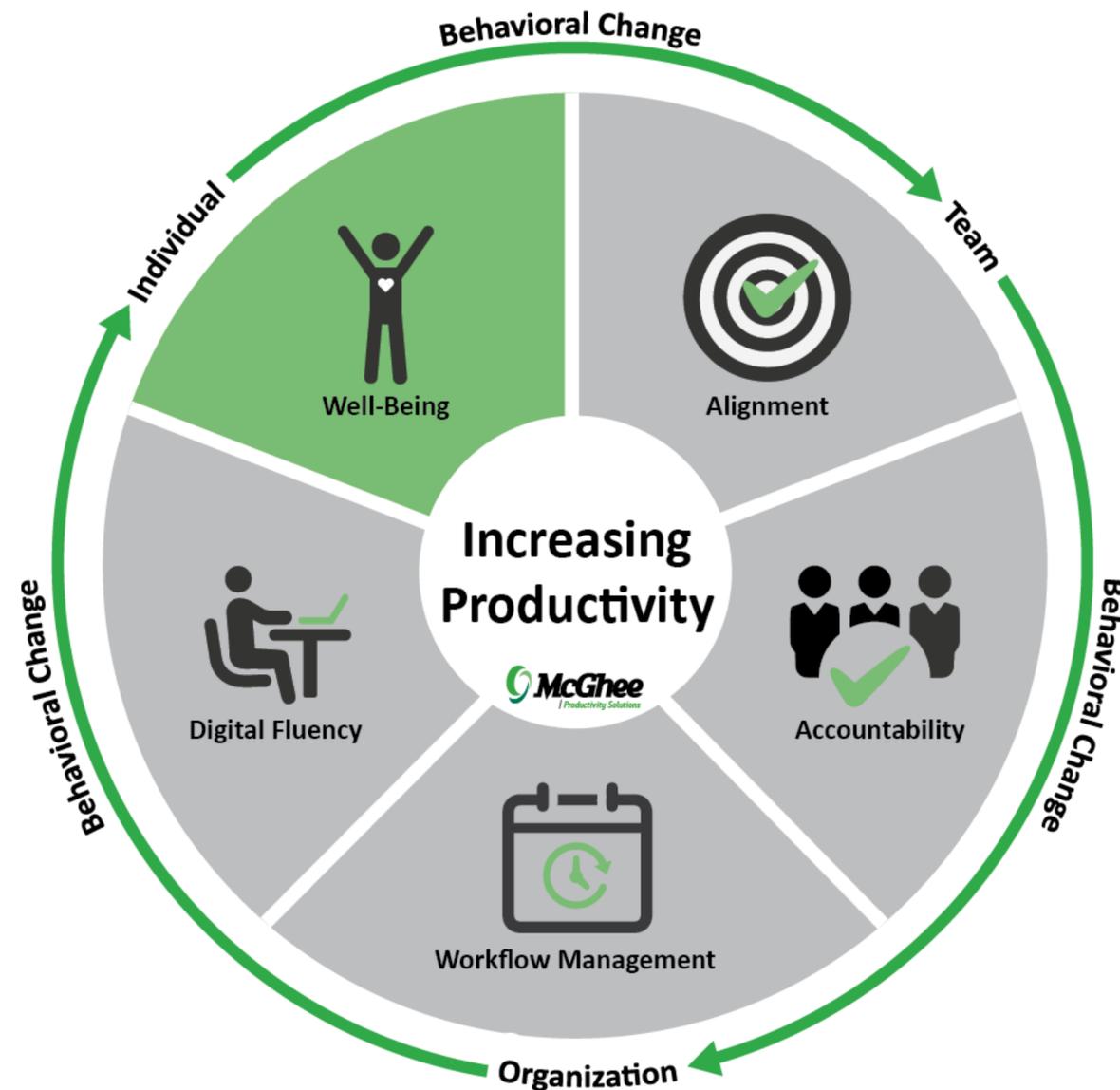


Who We Are

A consulting firm focused on creating cultures of productivity at the individual, team, and organizational levels



MPS Productivity Philosophy



McGhee Productivity Solutions (MPS) has a strong philosophy about what makes a culture productive, centered around five specific disciplines.

For organizations to be truly productive over time, they must be aligned across these five disciplines.

Today's one-hour webinar will provide an introduction to one element within our Productivity Philosophy and will provide key takeaways for immediate implementation. Welcome to your first step on the MPS learning journey!

Reflection Question



Think of 1 or 2 results you want to experience (more of) in your life this year and write those down.

1. _____

2. _____

Examples:

- More energy
- Increased focus
- Better mental clarity
- Release extra weight
- Better sleep
- Lower blood pressure
- Less physical strain/stress (back/shoulders)
- Stable blood sugar
- Time for lunch

10 Different Strategies



Mind/Brain

- Calm the brain down from the stress response 'alarm'
- Be mindful of information overload and overworking the brain
- Declutter the brain for increased focus and energy
- Limit the number of small decisions you make each day

Body

Importance of

- Movement
- Water intake
- Lunch
- Sleep

Environment

- Be mindful of environmental toxins
- Declutter your physical spaces

Behaviors to Limit



Lower stress and increase your ability to focus by **limiting:**

1. Work hours to 8 per day – especially ‘thinking’ activities
2. Multitasking or switch tasking
3. The number of decisions made in one day/week
4. The clutter in your mind (tasks)
5. Information overload – the amount of info the brain needs to process each day including:
 - Social media and checking email at night or first thing in the morning
 - Amount of news/T.V. you watch
6. The clutter in your physical spaces (stuff around you)
7. Processed foods including wheat & refined sugars
8. The use of plastics and household chemicals

Behaviors to Increase



Lower stress and enhance performance by increasing:

1. Time to calm the mind when you're overwhelmed/stressed
2. Brain breaks during the day & time for lunch
3. Downtime/recovery time - evening & weekends
4. Movement in your day
5. Sleep to 6-8 hours each night
6. Your water intake to 2-4 liters or $\frac{1}{2}$ your body weight in ounces
7. Consumption of nutritious foods (fruits & veggies)
8. Household plants in your office/house
9. Epsom salt baths to 1-4 times per week
10. Fasting/intermittent fasting throughout the year to cleanse the body

Short Term Action Plan



Choose 1-2 behaviors you want to start with this week (that match your desired results) and write those down.

1. _____

2. _____

Examples:

- Take 5 minute brain breaks throughout the day
- Drink 2 additional glasses of water
- Eat lunch away from technology
- 1-2 minutes of breathing throughout the day or when stressed
- Eliminate soda and processed foods
- Take 1 salt bath per week

Other Resources

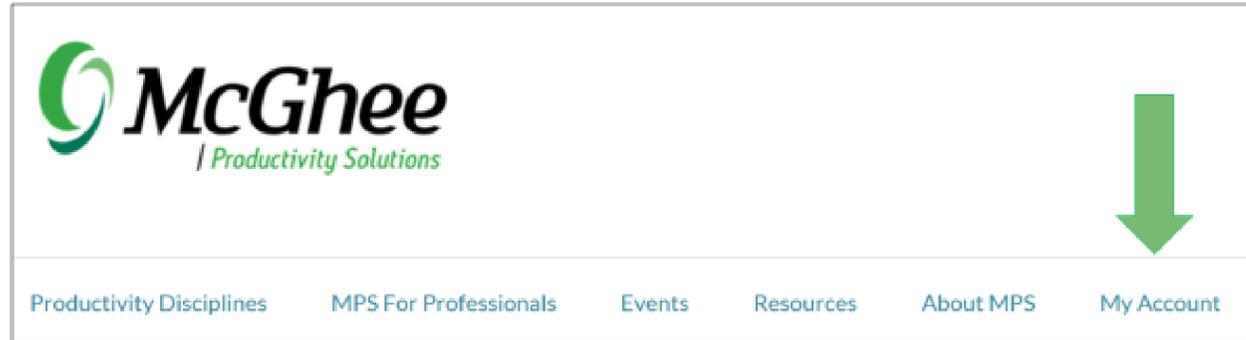


- *The Mindful Brain: Reflection and Attunement in the Cultivation of Well-Being* by Daniel J. Siegel, 2007.
- *Your Brain at Work: Strategies for Overcoming Distraction, Regaining Focus, and Working Smarter All Day Long* by David Rock, 2009.
- *Good Bye, Things: A New Japanese Minimalism* by Fumio Sasaki, 2017.

Welcome to your MLS Resources



1. Go to <https://mcgheepro.com> and click "My Account"



- 1a. Enter your email address
- 1b. Enter password **MPS!2018!**
- 1c. Click Log In

2. Click on "MLS Portal" and select "Course Catalogue"



3. Scroll to the bottom of the screen to locate the supporting materials



Course Content		
Lessons		Status
1	Breaking Old Habits Overview	<input checked="" type="checkbox"/>
2	MPS Productivity Philosophy Overview	<input checked="" type="checkbox"/>
3	Take Back Your Life! Overview	<input checked="" type="checkbox"/>
4	One-Hour Webinar Course Descriptions	<input checked="" type="checkbox"/>
5	Article - Does Scarcity Make you Dumb	<input checked="" type="checkbox"/>