

## Productive to the Max

Productivity Performance Profitability

Ann Max



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July 2014

### Summer Special!



**15 July - 15 September 2014**  
One preliminary 2-hour consultation  
+  
Four 1-hour coaching sessions  
(phone or Skype)

\$425.00 prepaid by 15 July  
\$425.00 prepaid by 15 August  
Total \$850.00 (regular \$1500.00)

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for more information  
613-594-4533

## Mind your Business...

### in the summer, too!

As I write this newsletter, it is hot and sunny outside, the birds are chirping, my grass is green and the flowers are blooming. The last place I want to be is in the office especially as a long weekend approaches.

Those feelings, along with the fact that in the summer many businesses and organizations experience a loss of sales, cash flow and productivity, can easily sabotage my business.

By all means plan and take your vacation but at others times, resist the temptation to go on a picnic and keep moving your business forward to be ready for the fall season.

Here is a list of 10 tasks that you would be able to complete:

1. Anything you have left on those to-do lists that you did not have time to do. Make sure they are still important enough to warrant the attention and plan a task a day to complete (unless they are large, then chunk them in bits).
2. Strategize and plan for the fall. Decide who you are, where you are going, how you are going to get there and what areas of productivity need improvement.
3. Create 3 major goals and post them with action plans, deadlines, delegation info and notes to follow up. Plan everything on your to-do list and /or calendar.
4. Organize your environment a bit at a time following the basic organizing principles. Place

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common things together, eliminate what you do not need, alphabetize and label, place in a specific area, clean and maintain.

5. Review your systems and processes to see if they align with your current needs. Try some new applications that would help you succeed. Establish a client information system that allows you to keep in touch on a regular basis. Make sure your accounting is up to date.
6. Network with previous, current and future clients in a casual atmosphere. Make an appointment and go for coffee, lunch or drinks. We sometimes forget that we still should maintain a relationship with our current clients, outside of the office.
7. Update your social media and online presence with new information and research; look for ways to connect or hire an expert to establish a communication plan.
8. Take time for yourself just to be, re-energize and rejuvenate. Allow the ideas and brainstorming to flow so you can come up with some awesome ideas for the future.
9. Use the time to increase your skills and knowledge by taking courses, coaching or bringing in a consultant to review your procedures.
10. Clean up your computer and desktop. Make sure your equipment and backup is in good shape. Trash the older information, duplicates and what is no longer needed. Empty the sent items and send the ones you want to keep to folders. Empty the trash. The more information you keep, the longer it takes to access and the more energy you expend on administrative items. Divide your information into three categories:
  - Transient information that belongs in inbox folders
  - Information you need to keep belongs in your electronic documents
  - Immediate drafts of documents for your desktop.

*We are offering a Summer Special!*

Check out the top of the left column. This is a great opportunity to save on professional coaching.

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*Ann*

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