



Productive to the Max
Productivity • Performance • Profitability

MaxTips!



Are you Planning your Time Productively?

Many years ago, I was training a group of physicians in productivity. Most of them used a calendar to keep track of their appointments and events. However, one person in the class informed me that he never used a calendar. I was quite astonished since he didn't use to-do lists either. When I inquired as to whether he ever missed an appointment, I was informed by his professor that he did not...he apparently had a photographic memory and was a genius. Good for him!

Most of us do not possess such wonderful attributes so we do need something to keep us on track for appointment and tasks. That does not mean we should have lots of calendars, lists, post-it notes, pop-up reminders etc. That will only confuse things even more.

You need three things to be effective and efficient: a calendar, both printed and electronic, a task or to-do list and a notebook or computer to take notes. The benefits of these tools are intertwined and each should

be updated at least twice a day.

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SIGN UP FOR OUR BLOG

Are you afraid of success?

Many of us would answer with a very firm no, but are we being truthful with ourselves? For a lot of us the fear of success is a preposterous idea. Who wouldn't want to be successful? Why would anyone be afraid of succeeding and achieving? The following list of traits might come as a surprise as we pull back the veil and learn that, yes, you are afraid of success.

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STRATEGIC SOLUTIONS

Getting to the NEXT STEP

We are currently working with an entrepreneur who started a business several years ago. The business is doing quite well and they are ready to proceed to the NEXT STEP in the entrepreneurial process. That step involves delegating some of the duties that have been undertaken until now, by the owner. So they are seeking out individuals to assist them with administrative tasks so they can concentrate on what is important; marketing and sales.

However, the owner is having a difficult time "letting go" of the "baby". The success of this endeavour depends on the owner moving on and growing into different capacities as the business emerges.

MaxTip! When you have started and nurtured your own business, although it is important to know everything that transpires, eventually you need to let go and let others help in areas that do not bring you the

greatest return. It is time to stop treating the business as a family or personal endeavour and start understanding that now you have to run this like a business. Start to separate yourself and move on to other things.

[Learn more!](#)



CONSULTING AND COACHING

Important: UPDATE ON MASTERMIND GROUPS

We have sent out several notices to invite women to complimentary information and meet and greet sessions on the following dates:

Tues, July 14, 2015 from 5:30pm - 7pm
Thurs, July 23, 2015 from 7:30am - 9am
Wed, August 12, 2015 from 5:30pm - 7pm



From the feedback we received, there are many interested participants however with summer vacations many are not able to attend the July 14 event. **Therefore the meet and greet on Tuesday, July 14 has been POSTPONED.** If you have already registered, you will shortly receive an email detailing the cancellation and the choices for the next two sessions.

For further information on the Mastermind Coaching Circles for Women

[Learn more!](#)



LEARNING OPPORTUNITIES

Ann will be presenting at the following events:

"How to Grow your Business"

Tuesday, July 22, 1015

7:30pm - 9:00pm

BMO Bank of Montreal

100 Marche Way, Unit 106 - The Glebe

Ottawa, Ontario, K1S 5JS|

Restructuring your business to maximize your market
Utilizing social and digital media to your businesses advantage
Networking to maximize your businesses opportunities

For further information:

Erin Mader Smith | Financial Services Manager

Bank St. and Marche Way Branch (Personal Banking)

BMO Bank of Montreal

100 Marche Way, Unit 106 - The Glebe

Ottawa, Ontario, K1S 5JS| Tr.0068

ERINMADER.SMITH@bmo.com

(T) 613-569-1066

(F) 613-569-3008

Toll Free Phone Number: 1-800-363-9992

Visit BMO Bank of Montreal online at www.bmo.com

"The Labyrinth: Navigating the Non-Linear Career Path"

Wednesday, October 14, 2015

7:15-9:00 am

WXN Breakfast Series Event

Rideau Club, Ottawa

For further information and to register: www.wxnetwork.com



Questions?

Contact us at:

info@productivetothemax.com

www.productivetothemax.com

613.594.4533

Hope you enjoyed our **MaxTips!** Newsletter. Please feel free to pass it on to others in your organization and encourage them to sign up.

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