

Productive to the Max

Productivity Performance Profitability

Ann Max



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September 2013

Better Put it in Pencil.....

Gracious! I am so happy that I have an electronic calendar...but not so happy at the price of my printing costs.

You see, I print out my calendar on a regular basis, because that is my bible for the day, week, month and year. I work only from my calendar, which tells me what I have to do in all aspects of my life; personal, social, professional. I put all my to do's as an all-day event so they show up together on the page. All of my appointments are in the body of the calendar.

I go through the week's list on Sunday evening to preview my week and sure enough, Monday morning the emails start. The changes, cancellations, "not availables" show up early in the morning and continue throughout the week. I should go back to the written calendar and use a pencil!!!! There are so many changes that I have to print the pages out on a regular basis. Thus the printing costs alluded to above.



LADIES

LEAP is Back!

Join us after work for
hors d'oeuvres
and a LEAP session

Tuesday, October 15, 2013
5:00pm-7:30pm

Social Restaurant and Lounge
(off the courtyard of the historic Byward Market)

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**Connect with
Ann**

So, can you avoid so many changes in your calendar; those that come from outside sources? Maybe not, but you can take some steps to make things easier.

1. When you make an appointment, ensure all the information is noted. Name, phone number, address and , directions so that you do not have to go back again on the day of the appointment and look things up. If the time or date is changed, just forward the information to the next date.

2. Make note of cancellation times of events that you pay for so if you have to change something, you do so in time to get reimbursed.

3. At the beginning of each week, send an email confirming your meetings with everyone. This avoids some last minute cancellations.

4. If you are a business, create a cancellation policy of 24 or 48 hours with a payment penalty and stick to it.

5. If the appointment is very far in advance, check in on a regular basis until the date of the event.

6. Plan enough time between events to allow for traffic, weather, pit stops and the fact that meetings never end on time. Then, if there are changes, you might be able to better accommodate them.

The more that you can be proactive with your appointments, meetings and events the less harassed you will feel.

Last month's LEAP Summit for women was such a success that many people are asking for more. This is your chance to experience the LEAP program as you sample this month's topic,

"Gain Self-Confidence"

Benefit from the interaction and energy of like-minded women and the experience of Ann Max, President of Productive to the Max.

Registration \$40

Bring a friend

Register early - space is limited

[Register here](#)

*Social Restaurant and Lounge
537 Sussex Drive*

(off the courtyard between George and York)

For more information

613 594-4533

Save the Date!

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November's LEAP meeting will be

Tuesday, November 12, 2013

Noon - 2 pm

[Forward to a friend...](#)

Sincerely,



If you are subscribed to [Maxtips!](#) you will automatically receive the updated information.
To access the latest information check our [website](#) or paste <http://productivetothemax.com/leap-home/> into your browser.

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