



Productive to the Max
Productivity • Performance • Profitability

MaxTips!

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October 2014



What Value Do You Place on Your Time?

Wednesday 5 November 2014
11:30 am to 1:30 pm

15 Capella Court # 127

(off Antares)

Do you say yes to every request?

Do you let other's priorities take precedence over your own?

Are you always reachable?

Join us for a *Network & Learn lunch* at at **Supperworks Hunt Club** as Ann Max of Productive to the Max offers you practical and simple ideas on how to treat your time

It Pays to be Professional!

Several years ago, I received a phone message from a large organization explaining that they were having a "consulting fair" where they were asking different consultants to come and present their business offerings.

I immediately called back, obtained all the information and booked in to this fair. When I arrived, the company representative informed me that she had left messages that day for 14 companies and I was the only one who had called back. I worked for that organization for over two years with billings exceeding \$100,000 dollars.

Yup. It pays to be professional!

It never ceases to amaze me how many people do not respond to inquiries either by phone, text, email or social media. That is the first step to being professional. Even

In This Issue

It Pays to be Professional!!

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as the precious commodity it is.

Find out...

- › How your values and sense of self-worth relate to time
- › How to properly analyze your current priorities
- › How to determine what you really need to value time
- › How to put the meaning back in time
- › Productive strategies to cope with managing your time

Make *Network & Learn* a refreshing break in your busy day. Come experience a single empowering process that mobilizes the strengths and energies of the group to help address individual challenges head-on.

- › Network in a warm and welcoming atmosphere
- › Share best practices with like-minded women
- › Gain self-confidence and knowledge

Sponsored by



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\$35.00

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for more information
613-594-4533

Our next event...

After-Hours Wine & Cheese
at The SDRC
100 Bearbrook Road
(in Ottawa's East End)

Wednesday
19 November 2014
6:30 - 8:30 pm

Join Ann Max and Diane Valiquette as they

if you do not want to speak to that person ever again, you should send some sort of response. If you want to be taken seriously, move ahead or be successful, it is essential that you do things in a professional way.

Here are some other ways you Several years ago, I received a phone message from a large organization explaining that they were having a "consulting fair" where they were asking different consultants to come and present their business offerings.

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What other ways you can portray a professional image:

1. Listen and communicate carefully and pleasantly. Give others the opportunity to explain their ideas. The less you like them, the more pleasant you should be
2. Be positive. No one likes a Negative Nellie and if you are

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How to Balance Business and Your Relationships

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trying to create relationships, optimism is the way to go.

3. Be honest and truthful about where things stand.
4. Show respect for others and their culture especially when you are on their turf. Follow the cultural and political norms of your organization.
5. Don't be a slob. Dress properly, be clean and learn good manners so you are not perceived in a negative way.
6. Be competent and prepared: Show up on time, read related material before all your meetings, and finish your tasks on or before the deadline. If this can't be done, send a note explaining when you will complete the work.
7. Don't use **Reply All** unnecessarily in emails and please use the **Bcc** instead of the **Cc** to hide email addresses when sending to a number of individuals.
8. Learn to be productive! Know the difference between urgent and non-urgent. Set priorities. Be systematic.
9. Do not burn your bridges. Create good relationships with your employer, staff, co-workers, colleagues and customers. Maintain the required distance.
10. Write clearly and create the best marketing materials you can within your budget. Homemade business cards and corrections made with pen or tape just don't cut it.

Creating a professional reputation will translate into success, more business, less likelihood of being downsized and the respect of others.

These are just some of the ways that you can be more professional.

Do you have any others that you can share?!

Ann

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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