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The Messenger

February
2017

A Letter from Kim

2017 has started off with a bang here at The Mathis Group. Most days when I come to work, I'm not sure if I'm coming or going. In our business, usually things slow down during the holidays and gradually pick back up the end of January. This year, though, there was no slow down going from 2016 to 2017. I'm not complaining; that's a great problem to have! We're so excited about the new clients who are reaching out to us.

Like I told you last time, I'm a planner. My 2017 marketing calendar is all set and color coded. Our CEO, Wanda, shakes her head and laughs when she sees me with a calendar and a bunch of highlighters. She also knows that this is how I can keep all my deadlines straight. When you have multiple projects going on at the same time, you have to do whatever it takes to make sure that nothing slips through the cracks and gets forgotten. This month, I want to give you some things to remember as you're setting deadlines for your projects. I know you don't want anything to fall through the cracks either.

When things start to get crazy busy in our lives (whether at work or at home), sometimes we need to realize that we don't have to be the person who gets it all done. I also want to give you some tips to help you decide if you should say no.



How To Meet Deadlines

The business world is filled with deadlines - some realistic, some impossible. Everyone has twenty-four hours in the day; yet, some seem to accomplish much more than others. List your goals and set priorities each day with deadlines for completion. Use these deadlines to measure your progress. Say "no" to interruptions for less important matters.



Remember to set your own deadlines when others do not. When receiving an assignment or a request, ask when it should be completed. Then set your own deadline with a realistic cushion to allow for the unexpected. Honor your deadline by taking it seriously.

Set deadlines on tasks you pass on to others. Ask when your request can be met, and then agree on a deadline. Be sure it is realistic; be sensitive to their schedule and capabilities.

PMP® EXAM PREP CLASSES
You pass or we pay for the 2nd and 3rd test

How To Meet Deadlines continued

Stick to a job until it is finished. Do not permit interruptions except for more important matters. Recognize that interruptions are the most serious enemy of deadlines. Drop-in interruptions come at a moment's notice, and if they are not an emergency they should be rescheduled. Needful interruptions are those filled with data and communication and should be taken care of immediately. Needless interruptions come from individuals who often take up our time in person or on the phone without a real purpose. Explain your deadline and suggest getting together later.

Learn To Say "No"

Sleep on it.

Compute the amount of time required if you say "Yes."

Ask if the activity relates to your goals.

Do not apologize.

Look him/her straight in the eye.

Thank him/her for considering you.

Explain how it will conflict with other commitments.

Suggest someone else for the job.

Say "Yes" and then delegate it to someone else.



2017 PUBLIC PMP® EXAM PREP BOOT CAMPS

Feb 27-March 2	St. Louis, MO
March 6-9	Springfield, MO
April 3-6	Overland Park, KS
May 8-11	Wichita, KS
June 5-8	St. Louis, MO
June 19-22	Springfield, MO
Aug 21-24	Overland Park, KS
Sept 25-28	St. Louis, MO

2017 PUBLIC PMI-ACP® EXAM PREP BOOT CAMP

April 24-26 St. Louis, MO

Visit www.themathisgroup.com
for more dates!

YOU PASS OR WE PAY

Truth

I must govern the clock,
not be governed by it.
Golda Meir (1898-1978)
Prime Minister of Israel

Look carefully then how
you walk, not as unwise
but as wise, making the
best use of the time,
Ephesians 5:15-16a

The heart of man plans
his way, but the Lord
establishes his steps.
Proverbs 16:9

STUDENT Spotlight

We want to recognize students who have successfully passed the PMP® Exam.

What is your favorite food?

Salmon patties and warm cheddar biscuits

What is your favorite movie?

It's A Wonderful Life

Congratulations, Stephen Skea!

Please write a recommendation about our class.

The Mathis Group personalizes preparation for the PMP® Exam by taking the time to provide individual consultation to PMP® Boot Camp attendees. Dr. Mathis brings real-life scenarios into the presentation of PMP® content, so that project management methodology, which can be highly technical, is better understood by each attendee.

What was the best thing about the PMP® Exam Prep Boot Camp?

The Boot Camp jolted me into a greater awareness of the amount of information I would need to master before I would be ready to take the PMP® Exam.

How do you think the PMP® Certification will help your career?

The PMP® Certification adds credibility to my position as an IT Project Manager. It also opens up greater opportunities for advancement and employment.

Just For Fun

<http://www.rd.com/jokes/valentines-day-jokes/>

<http://www.jokes4us.com/holidayjokes/valentinesdayjokes/valentinesdayjokes.html>

Why should you never breakup with a goalie?

Because he's a keeper.

Boy: Do you have a date for Valentine's Day?

Girl: Yes, February 14th.

What did one boat say to the other?

"Are you up for a little row-mance?"

What did the guy with the broken leg say to his nurse?

"I've got a crutch on you."

What do you say to your single friends on Valentine's Day?

Happy Independence Day!

What do farmers give their wives on Valentine's Day?

Hogs and kisses!

What's the best part about Valentine's Day?

The day after when all the chocolate goes on sale.

Did you hear about the romance in the tropical fish tank?

It was a case of guppy love.



What do you call two birds in love?

Tweethearts!

What did the paper clip say to the magnet?

"I find you very attractive."

What did the elephant say to his girlfriend?

"I love you a ton!"

What did the bat say to his girlfriend?

"You're fun to hang around with."

Learn How to Manage Deadlines



Mylne, Miranda. "Stress - Business Woman Running Late." Flickr. Yahoo!, 03 Sept. 2016. Web. 13 Jan. 2017.

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