

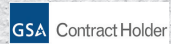
# The Messenger

800-224-3731

9515 N SPRING VALLEY DR  
PLEASANT HOPE, MO 65725

wanda@themathisgroup.com  
keith@themathisgroup.com  
kim@themathisgroup.com  
www.themathisgroup.com

July/August 2025



A WOMAN-OWNED  
SMALL BUSINESS

## A Letter from Kim

Knowing how to save time on everyday tasks will help you increase your productivity. These Rapid Time Tips will help you do just that.

1. Time Tips on Using the Telephone - Keep your conversations limited to those absolutely necessary. Say what needs to be said and then hang up.
2. Time Tips on Meetings - Meetings are among the most significant time wasters. Make an agenda and stick to it.
3. Time Tips on the Quiet Hour - Uninterrupted concentration provides time for analysis, planning, and organizing.
4. Time Tips on Saying "NO!" - It is easy to say "yes!" When you say "yes," you please other people, avoid conflict, and feel needed. But saying "yes" indiscriminately leads to displeasure, interpersonal conflict and rejection. It is essential to maintain the proper balance between yes and no. Here are some ways to say "no" without guilt:
  - Sleep on it.
  - Don't apologize.
  - Look them straight in the eye.
  - Thank them for considering you.
  - Explain how it will conflict with other commitments.
  - Suggest someone else for the job.
  - Practice saying no with easy people first.
  - Compute the amount of time required if you say yes.
  - Ask if the activity relates to your goals.
  - Say yes... then delegate it to someone else.

## Manage Your Time Before It Manages You Part 2

In our last *Messenger*, we began looking at ways you can do to help take control of your time. This time, we will finish our list.

### *Set deadlines*

Setting a deadline for yourself will help keep you on track. Knowing what you need to get done each day gives you a goal to strive for, and you will feel accomplished when you achieve it.

# Manage Your Time Before It Manages You Part 2

## ***Reward yourself***

Reward yourself for each small deadline you accomplish. After reaching each goal, take a break or splurge in another small way. This will keep you motivated to keep going.

## ***Ask yourself, "Is there a simpler way to do it?"***

Finding the simplest way to complete a task makes the job much easier and more enjoyable. It allows you to work faster and accomplish more in a given time period.

## ***Ask yourself, "What is the worst thing that will happen if I do it?"***

Many people procrastinate out of fear, insecurity, or simply not knowing what the outcome will be. Fear can be eliminated or overcome by figuring out the worst possible outcome, which rarely happens.

## ***Plan an appropriate reason to be motivated***

To complete a task, you must have some internal motivation. This could be anything from the knowledge that a reward will be given upon completion to simply wanting to do a good job in your position and be looked upon favorably.

## ***Be opportunistic***

If a meeting is canceled, work on a special project. When extra time arises during the day, don't waste it. Use it productively to catch up or get ahead.

## ***Expect problems***

Things will inevitably come up that you can do nothing about. Don't fret over these delays. As you plan how long it will take you to complete the project, schedule some additional time. This will help when the unavoidable happens.

There are various ways to save time throughout your day and become more motivated without being overstressed. Find the way that works best for you, and stick with it!

*PMP, PMI-ACP, and the Authorized Training Partner logo are registered marks from Project Management Institute, Inc.*

## 2025 Boot Camp Dates

June 23-26	Live, Virtual PMP®
August 4-7	Live, Virtual PMP®
October 6-9	Live, Virtual PMP®
December 8-11	Live, Virtual PMP®

**Visit [www.themathisgroup.com](http://www.themathisgroup.com)**

### **PMP® EXAM PREP CLASSES**

***You pass or we pay  
for the 2<sup>nd</sup> and 3<sup>rd</sup> test***

## Truth

Ecclesiastes 9:10a  
Whatever your hand finds to do,  
do it with your might.

Mark 10:27  
With man it is impossible, but  
not with God. For all things are  
possible with God.

Johann Wolfgang von Goethe  
One always has time enough,  
if one will apply it well.



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

**What is your favorite food & movie?**

Roast Beef; Being There

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

It will certainly give me the ability to clearly think through decisions, and recognize pitfalls that come from a lack of planning. Even small tasks can realize solid gains by thoughtful structure and understanding which leads to better execution.

**What was the most challenging thing about the Boot Camp?**

Absorbing so much information in a four-day intensive and closely timed bootcamp, can lead to career enhancement. This approach to preparation for a very difficult exam, makes it a challenge and yet achievable; pass the test and reap the rewards. This boot camp can be a real benefit for those willing to take a serious deep dive into project management. They can gain skills that will last a lifetime.

**What are your favorite hobbies?**

Reading, taking walks with my wife, and writing

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

Excellent material and well presented. Dr. Keith Mathis was extremely knowledgeable and then capable of fielding the questions that were asked in the four-day BootCamp. He knows the material and more importantly, he keeps up with the ever-changing refinements of PMI.

**Please write a recommendation about our class.**

The boot camp was well worth the investment. It ranks in the top three training programs of all those I have experienced. Dr. Mathis's ability to break down the exam prep materials into manageable segments was the key to my passing the test on the first try.

## Fun - Thoughts on Time Management

- 1 **"If you want to make good use of your time, you've got to know what's most important and then give it all you've got." – Lee Iacocca**
- 2 **"The shorter way to do many things is to only do one thing at a time." – Mozart**
- 3 **"One can find time for everything if one is never in a hurry." – Mikhail Bulgakov**
- 4 **"Productivity is never an accident. It's always the result of a commitment to excellence, intelligent planning, and focused effort." – Paul J. Meyer**
- 5 **"You may delay, but time will not." - Benjamin Franklin**
- 6 **"Amateurs sit and wait for inspiration, the rest of us just get up and go to work." - Stephen King**
- 7 **"When everything is a priority, nothing is a priority." - Simon Fuller**
- 8 **"The key is not to prioritize what's on your schedule, but to schedule your priorities." - Stephen Covey**
- 9 **"Wisdom is knowing when to have rest, when to have activity, and how much of each to have." - Sri Sri Ravi Shankar**
- 10 **"The most efficient way to live reasonably is every morning to make a plan of one's day and every night to examine the results obtained." - Alexis Carrel**



## **PMP® EXAM PREP BOOT CAMP**

**AUGUST 4-7**  
**OCTOBER 6-9**  
**DECEMBER 8-11**

Don't fear the PMP® exam certification test any longer! This fast-paced boot camp prepares each participant with all the core competencies to pass the PMP® exam the first time while providing you with 35 contact hours. Using PMI's study material aids students by providing the exact content that will be on the exam.

For more information and to register, go to  
[www.themathisgroup.com/bootcamps](http://www.themathisgroup.com/bootcamps)

## **FREE VIRTUAL PMP® MASTERMIND GROUP: THE ROAD TO PMP® PREPARATION**

**SEPTEMBER 15-19**

This five-day Mastermind Group requires a commitment of one hour each day from participants. Each participant receives coaching, counseling, and guidance that helps make better decisions when preparing for the PMP® test. All discussions and suggestions will align with the current test and objectives.

For more information and to register, go to  
[www.projectcoachingexpert.com](http://www.projectcoachingexpert.com)