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## A Letter from Wanda

Happy New Year - 2018 is here! Time to make those resolutions and set those goals! Many folks use this time of the year to address something they don't like about themselves or their situations. And, yes, a resolution is a great way to make a positive change in one's life. One may resolve to exercise more, save money, manage stress, learn a new language, or even land a new job. Statistics vary, but most agree around 40% of us will make some type of resolution, and 80% of us will abandon it by mid-February. Perhaps the resolution/goal was too broad, too big, or too many.

Regardless, we want to stay positive. Theodore Roosevelt said, "Believe you can, and you're halfway there." Using this as our springboard, we can encourage ourselves for success. Let's be honest with what is important enough to change. Let's stick to one thing and make a smart, realistic goal. Let's surround ourselves with motivators, chart our progress, and have some means of accountability. Let's celebrate our successes along the way and allow for the occasional slip-up. Let's focus on others and allow our resolution to impact those around us in a very positive way. I love how Maya Angelou summed it up, "Try to be a rainbow in someone's cloud." Happy 2018!



## Four Tips for Making Meetings Productive

Meetings rank as one of the most significant time wasters. If you are in charge of the meeting, you can do several things to make wise use of the time spent in the meeting.



### ***First, prepare for the meeting.***

Establish a purpose and set a goal for what you wish to accomplish. Prepare a written agenda. This will provide structure, establish an order for discussion, and help everyone stay on track as to the purpose of the meeting.

### ***Second, begin the meeting on time.***

Punctuality emphasizes the importance of the meeting. If the meeting is important enough to

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

## Four Tips for Making Meetings Productive continued

be called, it is important enough to begin promptly. You are also acknowledging your respect for others' schedules - their time is important, too. On the same note, finish the meeting on time. Once again, it is important to be sensitive to others' schedules.

### **Third, facilitate the meeting with the same purpose you established earlier in your planning.**

Use your agenda, and keep everyone focused and on track with what you are trying to accomplish. Try not to "chase rabbits" unless they pertain directly to the issue at hand and will benefit the situation. Facilitate the meeting so that you gain input from the attendees; they are a valuable resource and have much to offer. Make assignments to responsible people and utilize others' expertise and effort.

### **Finally, document the meeting.**

Record who was present and what was done at the meeting. Summarize discussions, recommendations, and actions taken. List jobs assigned and those responsible for the completion of each. By documenting the meeting, you will have a record of what was accomplished, and you will have a baseline for following up at the next meeting. You will also be able to provide written information to those who missed the meeting and to those in a supervisory position. Documentaion provides good communication.

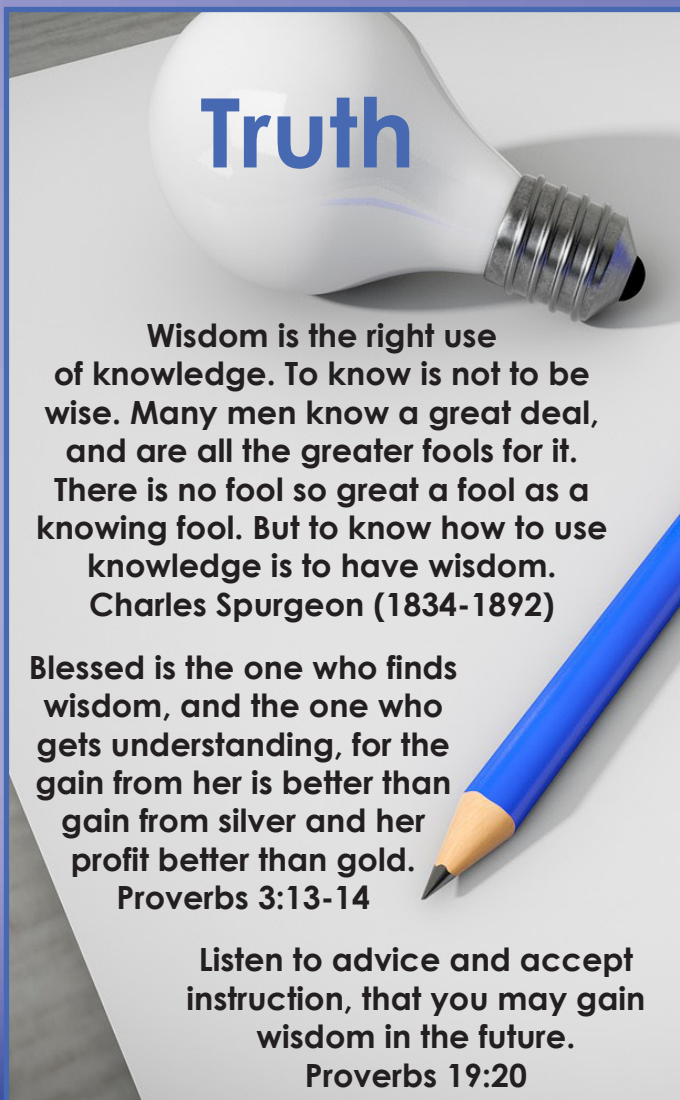
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## 2018 PUBLIC PMP® EXAM PREP BOOT CAMPS

Jan 16-19	Virtual
Feb 5-8	Overland Park, KS
Feb 20-23	St. Louis, MO
April 9-12	Overland Park, KS
April 23-26	Jefferson City, MO
May 7-10	Springfield, MO
June 4-7	St. Louis, MO
Aug 20-23	Overland Park, KS
Sept 10-13	Springfield, MO
Sept 24-27	St. Louis, MO
Oct 15-18	Topeka, KS
Nov 5-8	Overland Park, KS
Dec 3-6	St. Louis, MO

*Visit [www.themathisgroup.com](http://www.themathisgroup.com)  
for more dates!*

## YOU PASS OR WE PAY



**Truth**

**Wisdom is the right use of knowledge. To know is not to be wise. Many men know a great deal, and are all the greater fools for it. There is no fool so great a fool as a knowing fool. But to know how to use knowledge is to have wisdom.**  
Charles Spurgeon (1834-1892)

**Blessed is the one who finds wisdom, and the one who gets understanding, for the gain from her is better than gain from silver and her profit better than gold.**  
Proverbs 3:13-14

**Listen to advice and accept instruction, that you may gain wisdom in the future.**  
Proverbs 19:20

## STUDENT

# Spotlight

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

What is your favorite food?

**Chicken Wings**

What is your favorite movie?

**Gladiator**

## Congratulations, Ian Messmore!

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

**It will help me focus more on projects that I'm leading. I was already doing quite a bit of the material presented, but there were some interesting tools and techniques that might help me influence and better convey project information and status to management.**

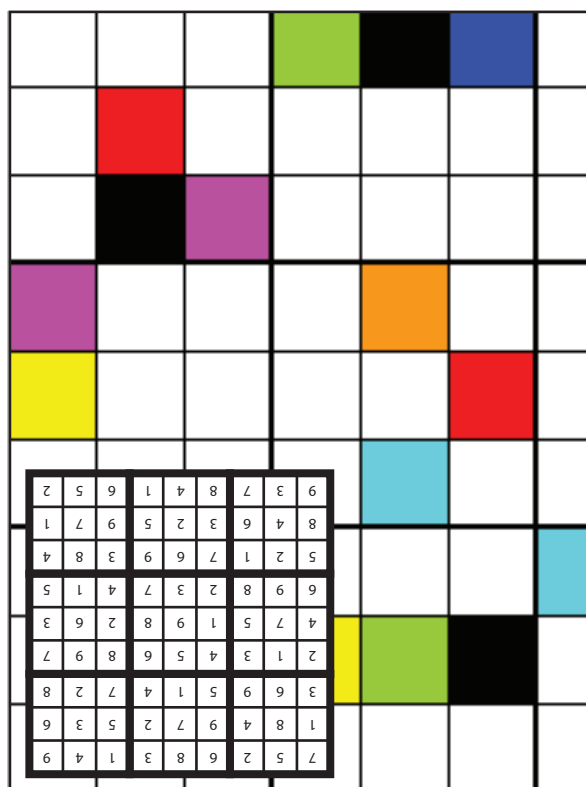
What was the best thing about the PMP® Exam Prep Boot Camp?

**It was very well structured. Plenty of materials to help study. Mind maps were good. It was nice having different models for learning the KA's/Inputs/Tools/Outputs since everyone learns a little differently.**

Please write a recommendation about our class.

**Without this boot camp, there was no way I could have understood with such clarity how the information in PMBOK® was structured. The Mathis material in the binder was extremely helpful with my understanding of PMBOK®. The study guides were very helpful and were a critical part of my studying sessions after the boot camp. I found that simply re-reading the entire binder and going through the practice tests was a great way to study. The additional online content was a great supplement to help study as well. Keith was a fantastic moderator and lecturer. He clearly knows his stuff about the entire PMP® world.**

## Just For Fun



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