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The Messenger

December
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A Letter from Kim

As a general rule, I'm not a procrastinator. At the beginning of each month, I make my list of deadlines, and I LOVE getting to cross items off as they're completed. I can't wait to finish writing this newsletter so I can mark it off my list! There's just something about putting a mark through those words and knowing that you don't have to think about it anymore. There are times, however, that I just can't get motivated, and I will do everything except what I really need to be working on. This usually happens when it's a task that I really don't want to do. It doesn't matter if it's at work or at home, some projects are just not enjoyable. Those are the times when I have to give myself a pep talk (usually more of a kick in the pants) and force myself to get started.

There are many causes of procrastination that are different for everyone. What influences one person may have no effect on another. For example, some may procrastinate because of their fear of failure while others because of their fear of success. Some want to avoid judgement from others. Some feel hopeless. Some are simply overwhelmed by their circumstances. Some feel they lack enough information to get started. They do not feel the urgency. They may want to remain in control. Maybe they just want to avoid an unpleasant task. And, perhaps the most common cause of procrastination - it has become a habit! I've had many people tell me that they work best under pressure.



If you have the procrastination habit, there are things you can do to reverse the pattern.

Ways to Stop Procrastination

First, get started! Once you are in motion, it will be easier to stick to your task. For me, those tasks that I keep putting off often come together pretty quickly once I make myself start them.



Work with the time available to you. Sometimes you will estimate a task may take six or seven hours, so you wait for a day when you can devote that much time to it. I don't know about you, but those days are often hard to come by in my job. Instead of putting the project off, break it up into smaller pieces that you can work into your schedule.

Perhaps you can "create" time. Is your schedule set so that there are empty blocks of time in which nothing can be accomplished? Perhaps you can rearrange your schedule so that you can make the most of your twenty-four hour day. Be willing to work in stages. You can always get a little something done on your project.

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

Ways to Stop Procrastination continued

Set deadlines for yourself. Then, reward yourself when you meet the deadline! It feels good when you finish something you've been working on so hard. Even if it's something small, treat yourself. My favorite reward? A Vanilla Dr. Pepper from Sonic.

Ask yourself, "Is there an easier way to do it?" Usually, you don't have to reinvent the wheel, but that doesn't mean that you have to do a task the same way it's always been done. Take a step back and get some perspective into what you are beginning. There may be an out-of-the-box, time-saving tactic that hasn't been thought of yet.

Listen to your moods. Plan an appropriate reason to be motivated, and work within your personality characteristics. You know yourself better than anyone.

Be opportunistic. Look for challenging tasks in which you can be successful. What projects can you take on that will benefit you, your family, your friends, or your co-workers?

Expect problems. Be realistic and know that with any project, there will be obstacles and hurdles you must overcome. Do not let them keep you from starting. Simply anticipate and be prepared to deal with setbacks.

2017 PUBLIC PMP® EXAM PREP BOOT CAMPS

Jan 30-Feb 2	Overland Park, KS
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

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

**Waste of time is the most
extravagant of all expense.**
Theophrastus (372-287 B.C.)
Philosopher

**Show me your ways, Lord,
teach me your paths. Guide
me in your truth and teach
me, for you are God my
Savior, and my hope is in
you all day long.**
Psalm 25:4-5

STUDENT Spotlight

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

What is your favorite food?

Ice Cream

What are your hobbies?

Reading, painting, family time

Congratulations, Iara Carbery!

Please write a recommendation about our class.

I honestly believe that I wouldn't have passed the test without the class. It gave me all the tools and guidance needed to take the exam. I will definitely recommend this class to my colleagues.

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

The quizzes, tips and tricks, words to memorize

What was the most challenging thing about the Boot Camp?

The volume of information to memorize in a short time.

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

PMP® is a requirement for my department. We are encouraged to obtain the PMP® as soon as we have enough hours.

Just For Fun

Untangle more than just the Christmas tree lights...

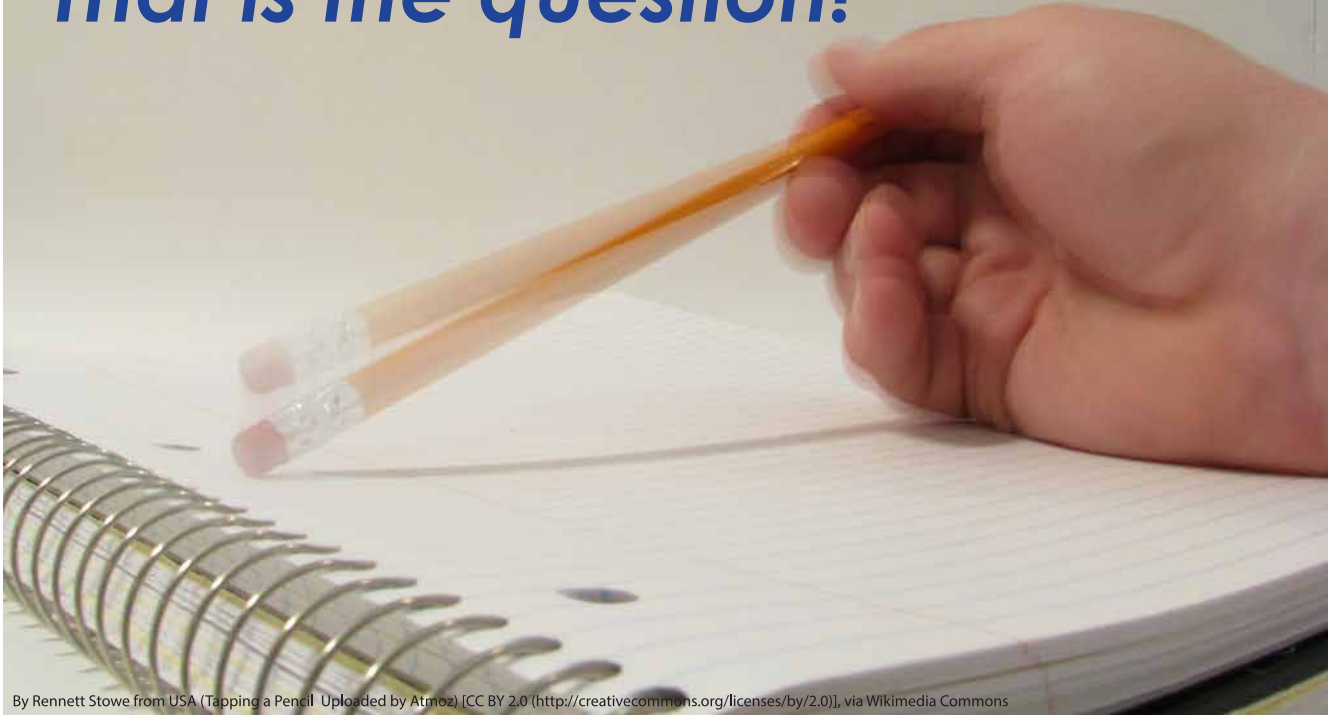
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- TRNPSEES _____
- SESPDHRHE _____
- ENAMRG _____
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- GSKTNOSCI _____
- WEHTAR _____
- LSHEGI _____
- SWMANON _____
- SETONMARN _____
- LTGSIH _____



<https://picjumbo.com/man-in-christmas-sweater-holding-christmas-lights/>

SNOWMAN ORNAMENTS STOCKINGS WREATH SLEIGH MISTLETOE SHEPHERDS MANGER SANTA PRESENTS RUDOLPH CAROLING STAR

Procrastination To do or not to do? That is the question!



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