

# The Messenger

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## A Letter from Keith



A WOMAN-OWNED  
SMALL BUSINESS

Change is never easy. No one likes going through change - whether it's personally or professionally. It is often a result of something that is out of our control. Change is the moving of a person, organization, or event from one position to another. In a company, it is most often caused by personal vision, world markets, diverse cultures, technology, and competition. While most people would like to run from change, there are those few who embrace and thrive from it.

How do we become the kind of person who doesn't run in the face of change? There are five skills you can develop to help you not to be afraid of change.

## Changing without Cringing

### ***Be persistent in moving forward.***

Take baby steps. Don't be discouraged by the big picture. Keep moving in the right direction and, eventually, you'll reach the end goal.

### ***Lead; don't just talk about it***

Take charge of the changes needing to be made. Point out the direction the organization should go. If no one is willing to take the initiative to get things started, nothing will ever get done.

### ***Rally others to a cause***

Get others excited about the changes. Changes aren't always bad. They can mean that there is growth within the organization. Keep everything positive, and it will keep everyone energized and motivated.

### ***Enlist, equip, and empower***

In order to empower people with the same vision, you must not be the only thinker or problem solver. Encourage employees to think about how to solve the problems at hand.

### ***Stay results focused***

There will be hesitancy from at least one person within your organization over change. Don't let one "Negative Ned" stand in the way of progress and success. Keep your eye on the accomplishment of the tasks ahead of you.

# Changing without Cringing

People react to change in diverse ways. Some may respond with irritation and hostility. They will be vocal about their disagreement with the requested changes. Others will organize opposition. These are the people that group together to complain. They may even go as far as to organize a strike or walkout. Several will be apathetic to the changes. They know that change is coming, and they just don't care. There will also be the few who accept the new changes. They are willing to go along with whatever needs to be done without complaining.

You must be cautious about when and how you implement changes. For example, it is best to gradually introduce a change if earlier changes were implemented with bad results, there is little trust between supervisors and frontline employees, there is little support for this type of change, or there is no real implementation plan. These instances require special consideration as to the timing of the changes. On the other hand, there are times when it is necessary to create change fast. If the situation is urgent, high trust is proven between supervisors and frontline employees, or speed is needed to prevent sabotage, do not hesitate to make the changes as quickly as possible.

In summary, here is a checklist for successful change.

- Preparation prior to the change
- Power to change
- Timing of change
- Equipping all staff for change
- Upper management support of change
- Communication plan
- Vision and mission are followed
- Praise and recognition

Next month we will look at how to handle changes during a project.

## 2024 Boot Camp Dates

April 15-18	Live, Virtual PMP®
June 10-13	Live, Virtual PMP®
August 5-8	Live, Virtual PMP®
October 15-18	Live, Virtual PMP®
December 9-12	Live, Virtual PMP®

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PMP® EXAM PREP CLASSES

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

## Truth

Luke 18:27

But he said, "What is impossible with man is possible with God."

Nothing is particularly hard if you divide it into small jobs.

Henry Ford

Change is the law of life, and those who look only to the past and present are certain to miss the future.

John F. Kennedy

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

**What is your favorite food, movie, and hobbies?**

Mexican, Dirty Dancing, and Gardening & DIY home renovations

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

The amount of material covered in a single day can be overwhelming, for sure!

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

I found it very helpful to have the sessions scheduled for full days instead of at night - pulling away from work and focusing only on the material is absolutely the best way to approach this!

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

I've been a PM and CSM for over a decade, but I still learned a lot about how to be a better project management professional and believe this will feed into better overall performance at work. Additionally, should tragedy strike and I lose my current position, I know the PMP® will help in my job search.

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

I cannot recommend the PMP® Exam Prep Boot Camp by The Mathis Group enough! You are provided with everything you need to pass the exam...the first time...along with strategies for how to be successful between the end of the class and when you take your exam. I couldn't have done it without Keith!

## Fun - Sudoku

		2		8			4	9
1		4				5		
3	6			1				8
2					6			7
			1		8	2	6	
	9			3				
5	2		7	6		3		
8					5			
9		7	8					



7	5	2	6	8	3	1	4	9
1	8	4	9	7	2	5	3	6
3	6	9	5	1	4	7	2	8
2	1	3	4	5	6	8	9	7
4	7	5	1	9	8	2	6	3
6	9	8	2	3	7	4	1	5
5	2	1	7	6	9	3	8	4
8	4	6	3	2	5	9	7	1
9	3	7	8	4	1	6	5	2

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

MAY 6-10  
SEPTEMBER 16-20

The Project Management Professional (PMP®) certification is the most sought-after credential in project management, and individuals attempt daily to pass the exam without success. This PMP® Mastermind Group attempts to help those desiring a PMP® gain a better understanding of the process.

This Mastermind Group goes through the PMP® exam content objectives and allows participants to take mockup PMP® exam questions, vocabulary tests, and receive an Exam Memory Chart to assist them in passing the current test.

This five-day course 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)

## WEBINARS

We know that it can be hard to schedule continuing education for your team. We offer free monthly webinars that can be watched as an individual or a group. This 1-hour of training can be used to hone skills that your team needs. We include a Webinar + Notes with discussion questions to guide your group to learn from each other. If you can't make it to the live session, a replay link will be sent out.

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