

Brought to you by Gold Gerstein Group

856-727-0100

info@g3cpa.com

LINKS YOU CAN USE NOW



This Month –Time Management

Time management is essential for people who want to succeed; here are resources for keeping yourself on a schedule.

20 Time Management Tips to Super Boost Your Productivity

These 20 tips help you manage your time better: More: <https://tinyurl.com/links09211>

Best Time Management Apps to Work Smarter

These hand-selected tools, from habit trackers to focus boosters to task managers, make time management easy. More: <https://tinyurl.com/links09212>

Custom Time-Management Strategies for Your Personality

Optimize your time management strengths and be aware of your challenges with personality classifications.

More: <https://tinyurl.com/links09213>

Check These 7 Podcasts about Time Management

For those who love to learn but are pressed for time, these time management podcasts can be a great substitute for books.

More: <https://tinyurl.com/links09215>

Conquering the Uncomfortable to Achieve Bigger Goals

We're surrounded by things intended to make us comfortable: time-saving appliances, activewear that looks like professional wear and phones at our fingertips. But it's discomfort that can lead to growth. And while no one is comfortable being uncomfortable, there are ways to make it easier.

Do what you resist. Don't know where to get started? Try the thing you want to avoid, the thing that sends your heart racing (and not in a good way), the fear.

Don't wait for the perfect time. The perfect time is never, meaning the perfect time is now. Find your why, write it down, and then start.

Break it up. Try breaking the task, whatever it is, into bite-sized pieces. If you want to exercise more, on day one, all you must do is find a gym.

Pick the path of least resistance. Just because it's hard doesn't mean it has to be harder. When given the choice, take the easiest path.

Push past hard. You will hit walls, even if you take the path of least resistance. When you do, don't give up.

Take some time off. When you hit a wall, take some time away from the task. It may provide a new perspective.

Super-size your goals. Set at least one goal that is a little outside your comfort zone. (For example, if you're comfy with the one-year goal, what may a five-year plan look like?) Break down this super-sized goal into doable to-dos to get you there, and you'll grow into it.

Success is hard. But it gets easier when you accept that it can be hard. Those of us who risk discomfort get incrementally better until we master whatever we want to do.

How to Win Big in Today's Economy

The altered economic landscape presents innovative and nimble businesses with opportunities to thrive.

Find out how by requesting my free report "How to Win Big in Today's Economy."

Just reply to my email at info@g3cpa.com or call 856-727-0100 and I'll send it right out to you.



Brought to you by Gold Gerstein Group



The Dos and Don'ts of Delegation for Business Owners

Delegation may not come naturally to many entrepreneurs, who generally built their successful businesses by doing it all. But it is often necessary to move to the next stage of development. Here are three things to do and three things to avoid when it comes to delegating.

- 1. Do articulate your priorities.** Your employees will need to make decisions, so let them know in advance what takes priority. Is it this task or another? Is it deadline or quality?
- 2. Don't micromanage.** It's the cardinal sin! Remember: you're delegating because you don't want to deal with the project, so don't deal with the project. Plus, not trusting your employees can undermine their confidence. Hands off!
- 3. Do offer your support.** While it's important to avoid micromanaging, you also do not want to throw your employees to the wolves. Thus, it's a good idea to do what you can to empower their success. For example, gather all the information needed to complete the project in one place, provide examples of comparable work and check in regularly (just not too often).
- 4. Don't underestimate how long the project will take.** Be cautious about underestimating the length of time it will take your employees to complete a project. You could do it in a week, but can they? Always add a buffer to account for the difference in skills or unexpected roadblocks.
- 5. Do be sure your employees feel comfortable saying no.** Your employees may not want a project any more than you do. Or maybe they want it but don't feel up to it. It's worth trying to encourage them and build up their confidence, but if that fails, find a new employee for the task.
- 6. Don't delegate because the project is awful.** There are some projects no one likes. Do you know what else people don't like? The manager who uses delegation to avoid doing unpleasant tasks. Good leadership involves taking on the unappealing work. So delegate those tasks that will make your company more efficient by getting those tasks to the people with the best skills to complete them.

Contact me today:

505 Pleasant Valley Avenue
Moorestown NJ 08057

856-727-0100
info@g3cpa.com
www.g3cpa.com

Worth Quoting ...

If you want to achieve excellence, you can get there today. As of this second, quit doing less-than-excellent work.

Thomas J. Watson

We are really competing against ourselves. We have no control over how other people perform.

Pete Cashmore



This Month's Quick Quiz Question

For an answer, email me at info@g3cpa.com or call 856-727-0100.

When was the postcard invented?