

Richard Gee

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Subject: Neen James Productivity Ezine

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G'Day!

That's Aussie speak for Hello!

Remember last month we talked about how to be productive during the holiday season... how did it go? There is so much happening at this time of year, and we want to fit in events for organizations, associations, companies and social clubs – they all have a networking event for you to attend. How can you possibly do it all? Well... you can't. To ensure your networking is proactive, productive and profitable this holiday season you can apply these productive networking tips for the holiday season.

Update from the USA... and Australia!

During this time of year, we are supposed to be thinking about about family and friends... but may of us are just too 'busy!' Some of you celebrate different traditions like Thanksgiving, Christmas and Hanukkah and others are just madly running around trying to get as much done as possible before the end of the financial year, or end of the year and our old habit is to cram in as much activity as possible. Choose to be productive this year. Take time to assess what needs to occur before the end of the year and get it done However, you will be more productive if you also make time to enjoy the celebrations of family and friends around you. Be thankful that you have a support structure in place that allows you to work and do what you enjoy.

Recently, I had the pleasure of returning to Australia to launch my latest book 'Secrets of Super-Productivity', and it was the perfect time to catch up with family, friends and clients. I had a great trip spending time in Brisbane with our families and friends -- and then flying to Sydney to also enjoy friends, colleagues and to wander around our old stomping ground. It was fun to hear the Aussie accent again, eat our favourite Aussie food, visit our favourite Aussie places and experience the familiar. Thank you to my subscribers for helping make this trip such a success. The response to my book was

November 2006

November heat... no wait... November chills!

November from the Land Down Under



Recommended Product of the Month

secrets of
super-productivity:
how to achieve
amazing
things in your life

neen james



overwhelmingly positive -- thank you.

Don't forget as you are giving gifts this year to staff and colleagues, friends and family, this book is a great gift to show someone you care.... (a bit of blatant book promotion there... he he). May you all enjoy this wonderful time of year, be more productive in your daily activities and take the time to be surrounded by those you care about. Don't stress this season - enjoy!

Productive Networking During the Holiday Season

Choose your activity – you will receive many offers to attend functions, choose wisely. Determine what time of day is best for you to attend. Do you prefer breakfast events, luncheons or after work activities. Assess when the function is being held and if it is the best use of your time. Ask yourself, 'why am I attending this event'? If you are attending to 'be seen' that might be important for growing your business or are you attending from a sense of obligation? That is OK too, but be very clear on your personal agenda and why you are attending the event. If you just want to have a great time that is OK too!

Don't accept every invitation – just like you need to choose which functions to attend, you also need to decline many invitations. You simply can't attend every activity at this time of year and still run your business and meet your business goals. Respond quickly to invitations, send a 'thank you email' to the organiser and decline some invitations.

Take a raincheck – one of the most polite ways to decline an invitation to any event is to ask the person "may I take a rain check". This simple question lets the person know you appreciate their invitation but you are unable to attend at this time.

Meet a friend – many people want to catch up with you during the holiday season, ask them to join you at a networking function, this way you can enjoy their company, meet new connections and make the most of the this busy time of year.

Send a 'Happy Holiday' follow up card instead of a thank you card – you have heard me say before I think it is important to re-connect with people after each networking event by sending a thank you card or a 'nice to meet you' card. At this time of year replace this with a 'happy holiday' card and include your business card for their records.

Shop the display tables – if you are fortunate enough to attend functions that include trade displays, use the time wisely to also purchase holiday gifts. This will save you time battling the store lines with other holiday shoppers while supporting other businesses.

Book follow up time – when you book a networking function into your schedule, make another appointment with yourself the day after the event for 1 hour of follow up activity. Use this time to write your 'happy holiday' cards, send company information that was requested from you or make follow up phone calls. This will help you be more productive and know all those new connections you made and the new business cards you collected, won't sit on your desk for the coming weeks or maybe months!

Arrive early, stay late – to maximise your time at functions you decide to attend, arrive early to meet the committee, speakers and hosts. Stay late to make new connections with people you have just met.

Secrets of Super-Productivity Be one of the first lucky readers to purchase my latest book 'Secrets of Super-Productivity' - only \$20 plus shipping and handling and it hasn't even hit the bookstores yet! Order your copy now and I would be delighted to autograph it for you.

Don't book multiple functions in one day – don't make the mistake of rushing from one networking event to the next. Be fully present while you are at an event and enjoy the conversations and the connections you make. Many people try to fit in multiple events this time of year and don't do justice to any of them. Choose wisely.

Book 1 hour to review your involvement in Networks – it is easy to join multiple networks but not be involved in any of them. Take one hour to assess every network you belong to, determine which networks you want to remain involved in for next year and decide which networks have not been valuable for you this past year. By conducting this activity before the end of the year, you can start 2007 afresh. This will help you make quick decisions about which invitations to accept and decline. Use these questions to help you:

1. What can I contribute to this network?
2. What is the investment I need to make?
3. What is the R.O.N? Pro-Networking □ R.O.N is a way of calculating 'Return on Networking' – I use this proprietary formula to determine if the network is worth my time, attention, energy and money.

Set up your appointments for 2007 – now is a great time to schedule your January through March appointments, don't overlook this time for planning your next year. Conduct annual reviews with clients; meet prospective leads and book time with your staff to help them set their goals for 2007.

Enjoy your holidays – make it your most productive and well-networked holiday year ever!

Happy holidays!

Neen's Teleseminars Series

Don't forget to sign up for Neen's Secrets of Super-Productivity Seminars, 5 great teleclasses, a one-on-one consultation with Neen, a copy of her latest book and much more! To find out more information, email maria@neenjames.com - you don't want to miss out on this great series to boost your productivity and increase your business!

A Productivity Tip from Neen's Virtual Assistant, Maria Novey



Have you ever received a phone message where the caller leaves a lengthy message and doesn't leave a phone number to return the call or says the phone number so fast that you miss it? Please remember in leaving a phone message to identify yourself at the start of the message and also repeat your name and return phone number at the very end of the message. That way the person listening can write down

the name and phone # at the end of the message instead of having to relisten to obtain the correct contact information. And most importantly, speak clearly when leaving your return phone number.....

Special Upcoming Events!

If you are a speaker, trainer, coach, facilitator or consultant and you live anywhere within walking, flying or driving distance from

Philadelphia, you don't want to miss this exclusive event on December 2nd called 'Million Dollar Strategies for Speakers, Authors and Consultants' hosted by National Speakers Association Mid-Atlantic chapter, featuring two of the world's best - Alan Weiss and Bob Pike. If you are serious about growing your business, it is the event for you - find out more at www.nsamidatlantic.org/intensive

Save the date - Office Depot Success Strategies for Women
Also if you are within flying, walking or driving distance from Philadelphia, you want to save the date of April 25th 2007 for the Office Depot Success Strategies for Women Conference - it is my absolute delight to be the Chair of this amazing event and you are going to want to be there! Find out more at <http://www.officedepotsuccess.com/>



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