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## WELCOME

Summer is almost here! Are you maximizing your time so you'll be able to enjoy the warmth, sunshine, and good times of summer? Many of my clients tell me they just don't have enough time in the week to do everything they want to do. Sometimes procrastination is a factor, other times there's just too much to do and not enough hours in the week to get everything finished. This month's article provides tips on how to triple your effectiveness so you can complete more of those items on your "to do" list.

## ARTICLES

### 10 WAYS TO TRIPLE YOUR EFFECTIVENESS IN A WEEK

- 1. Expect others to deliver as much if not more than you.** Don't hold your company's productivity back by assuming your team won't or can't do twice as much as you can.
- 2. Ask for exactly what you want when you want it, not what you think is reasonable.** Create a same-day culture, one in which everyone thinks in terms of immediate response, resolution, and request fulfillment.
- 3. Delegate tasks, problems, and ideas.** Develop a "go to" team so you can hand off new projects/ tasks/accountabilities within minutes.
- 4. Get the information you need immediately.** Don't wait. Don't be put off. If you hear "no," consider that "no" to be the beginning of the conversation, not the end. Demand resolution or schedule a call-back time when more information will be available.
- 5. Cut your normal appointment time in half.** If you usually schedule 30-minute meetings, cut them back to 15 or 20 minutes. You'll create efficiency and instant productivity.
- 6. Respond to problems with solutions not band-aids.** "Problem-Free Zones" allow for the highest level of productivity. Invest time and resources into solving the source of problems instead of just band-aiding them.
- 7. Stop tolerating what you don't like. Put up with little.** You can accommodate and compromise, but don't lower your standards.
- 8. Keep your word. Be conservative in your commitments.** Enjoy living on the plus side of the performance ledger. Keep your integrity intact.

**9. Put systems in place.** Optimum productivity is when things get done without your involvement. Automate and systematize so that results occur by themselves, through others or by computer.

**10. Say no.** Decline requests or negotiate when saying yes is going to burden you

## **NEWS & ANNOUNCEMENTS**

**Assessments.** Assessments can be powerful tools for individuals and organizations alike to reach their true potential. Rainmaker Strategies offers the following assessments:

**DiSC Personality Profile** - The DiSC Assessment indicates one's personal communication and behavioral style. It identifies strengths and challenges and makes clear recommendations for increasing overall effectiveness and ability to communicate with others.

**Time Mastery** - The Time Mastery Profile provides an assessment of one's current time management effectiveness and clearly pinpoints the specific actions that will most profoundly impact productivity and effectiveness.

**360 Feedback** – 360 Feedback is a method and a tool that provides each employee the opportunity to receive performance feedback from his or her supervisor, peers, direct reports, and customers in addition to the employee's self assessment. A development plan can be created from the results, allowing the participant a clear path to leverage strengths and develop areas of opportunity.

Contact me at [Barbara@Rainmaker-Strategies.com](mailto:Barbara@Rainmaker-Strategies.com) to find Out whether assessments are right for you and your business.

### **Making Rain Out of Mist Program.**

If you are a lawyer ready to take your business development efforts to a new level, my Making Rain Out of Mist step-by-step practice building program may be just the thing. Consisting of a comprehensive workbook and four audio CD's, the program is designed to help you clearly identify the vision of your perfect practice, including the type of clients with which you wish to work and in what area of law. The program then helps you determine the best marketing strategies to make that vision a reality, and helps you master the subtleties of converting a prospect into a paying client without coming off like a salesperson.

Want to know more? Please contact me directly at [Barbara@Rainmaker-Strategies.com](mailto:Barbara@Rainmaker-Strategies.com) or go to my web site at [www.rainmaker-strategies.com](http://www.rainmaker-strategies.com) and click on the Products link.

Booklet Information. To purchase your copy of my booklet, Business Development: 97 Quick & Easy Tips For Lawyers, go to my web site at [www.rainmaker-strategies.com](http://www.rainmaker-strategies.com) or send me an email at [Barbara@Rainmaker-Strategies.com](mailto:Barbara@Rainmaker-Strategies.com) and I'll be happy to process your order. Cost is \$5.00 for a single copy (plus tax where applicable and shipping).



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