

IDEAS

Start the 2009 year with a bang. Invest in yourself. First off, get yourself a plan to manage your time. Here are several sites to review:

Dave Kahle will give you hundreds of idea on how to improve your time management skills.

<http://www.davekahle.com/salesmaster.html>

Mind tools is a great site to review ideas on time management.

http://www.mindtools.com/pages/article/newHTE_00.htm

Time management guide is another site that could generate a new idea for you.

<http://www.time-management-guide.com/index.html>

Here is an interesting site chock full of time management tips.

<http://sbinfocanada.about.com/cs/timemanagement/a/timemgttips.htm>

Here are a few book sites to help you:

1. Getting Things Done: The Art of Stress Free Productivity (Paperback) by [David Allen](#)
2. [Time Management from the Inside Out, second edition: The Foolproof System for Taking Control of Your Schedule--and Your Life](#) by Julie Morgenstern
3. [Getting Organized: Improving Focus, Organization and Productivity](#) by Chris Crouch
4. [The Complete Idiot's Guide to Managing Your Time \(3rd Edition\)](#) by Jeff Davidson
5. [Time Tactics of Very Successful People](#) by B. Eugene Griessman

Like another Chicago Cub run for the pennant, the season is over, rest in peace 2008. Most of us look at 2009 as a year that is ready to shine; it would be hard to get much worse. So where do you begin? I'm not one for big resolutions, things are tough already but setting little goals; simple day to day goals, I can do. For example, this morning before 7:00 am I walked 2 miles...again, just little things. Here are a few little things that just might make the difference in 2009. Try 'em, not all of them, but perhaps a few.

Focus on productive activities. You cannot change market activities any more than Jim Henry can control the Chicago Cub's destiny. It ain't gonna happen, okay! However, you *can* adapt to difficult situations by relying on your team of supporters such as your: Broker Dealer—WRP, vendors, VIP's in your community, network of friends and referral sources, great clients, assistant and physical trainer. You cannot write down that you are going to increase your assets growth by 25% if the market takes another belly flop. So let's try these:

1. Meet with your present strategists (your team) and discover new ones each quarter.
2. Speak to new groups at least once a month: (examples- Retired teacher's associations, physicians, trade groups in the area.) Build a list from your local Chamber and different organizations in your county.
3. Spend at least 75% of your time with people. Leave the paperwork for the end of the day or to your assistant, quit touching everything. You do what's best? TALK TO PEOPLE!
4. Adopt a system of contact management. Touch your best clients every month.
5. Ask every client or prospect you visit with if their beneficiaries are up to date and help them with it.
6. Ask for a referral each day. Try to give a few each week to your network of VIP's in your community.
7. Meet at least 3 new prospects a week. This can be with golf, tennis, and coffee clubs, whatever!
8. Call every one of your clients and wish them a Happy New Year; no sales pitch, just a thinking of you call.
9. Start the process of creating an educational work shop. Connect with your vendors and WRP and build a 2-4 week session for your clients or prospects. I used to work with my local library to do this and was able to use their room for free. I would highlight the books to use and bring in a local CPA, attorney, social security rep, a funeral director, a hospital nutritionist and a physician to help with the program. You would be surprised on how many referrals this would generate.
10. Plan your day. When are you most "juiced" up? Use that time to meet people.
11. Take better care of your physical makeup. Work out, break up the day, do something that will improve your well being.
12. Get right with your spirituality and your family life. Make time!
13. Find a trusted source to bounce ideas off of. Ask "how am I doing" kinds of questions.

This is just a beginning. I will consistently update new ideas in January. Send me yours...

CELEBRATING 32 YEARS OF EXCELLENCE



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Let WRP pay for your next vacation! We'll pay you up to \$2,500 for a referral that joins WRP. I'll throw in another \$500 if that rep has GDC over \$50,000. That is \$3,000 for your next vacation or a great way to start of 2009!

TIP OF THE WEEK is meant to be a useful tool for you. If you have an idea that has worked for you, pass it along, and if you find this is not helpful, send me an email and I will delete you from our mailing list. I look forward to hearing from you.