## ShirleyFineLee.com Meeting Wizard



Meeting Facilitation Team Building Time Management



## Will your strategic planning event be the best yet?

It may seem as if I am writing this a little late since most organizations already have plans for yearly strategic meetings set before the previous fiscal yearend. It is never too late to get great tips and advice to make your strategic planning event better. To get tips, links, and advice:

read more on To Be Productive blog ...

## Good news on good business reads!

If you bought the print version of <u>R.A!R.A!</u> for meeting management or <u>T.A.P.P.</u> for time management from Amazon and would like the e-book, you can now get **Kindle version for \$1.99**. If you have not purchased a print version, you can still get the e-book by paying full price. The benefit of the print version is you can copy the reproducible forms inside the pages of your book or request the forms using bonus forms offer.

Sorry if you missed out on the <u>O.P.I.E.</u> sale in December. Some informed me with the ice storm in the DFW area, you did not see the announcement email until after the sale was over. For this reason, we will try to negotiate another sale in the spring. If your teams have an immediate need for project management, you can buy the e-book at regular price now.

You can find over 60 **new and classic business books** or DVDs from multiple experts in the <u>bookstore</u> on my website.

## Want more options for 2014 training and development?

- Besides the bookstore, <u>assessment/profile tools</u> and facilitation options are available, including *Everything DiSC*.
- You can also contact me to deliver <u>training</u>, <u>facilitate</u> team meetings, or prepare a custom keynote address.
- If you have a company newsletter, check out <u>free business articles for organization</u> newsletters.



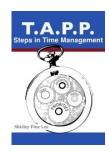








RARA A Meeting Wizard's Approach



TAPP Steps in Time Management



OPIE Project Planning and Implementation for Teams