

"168" AND BELLYBUTTONS!

BUSINESS RELATIONSHIP TIP

"168" and Bellybuttons!

There are 24 hours in a day and 7 days in a week. That's **168** hours! We all have bellybuttons and that same 168 hours in common, **but** we have a great deal of freedom in how we use our time. Are you always in a rush, multi-tasking, pulled in a million different directions? Do you ever feel that you have enough time to get through the work week?

Reflect on how you are spending your time. Are you filling your day with activities leading to shallow accomplishments like emptying your email inbox?

Here are a few tips:

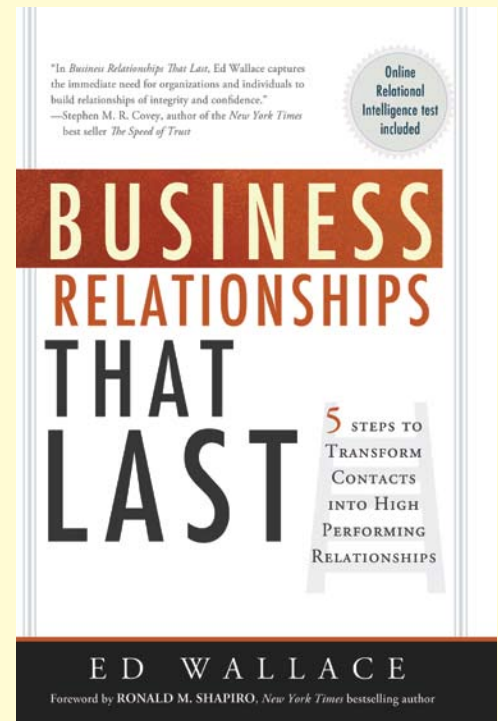
1. Focus on your highest priority, most impactful work first
2. Discipline yourself to check and respond to email only 3 times per day
3. Plan and participate in meetings with everyone's limited time in mind

Everywhere is within walking distance if you make the time!

BUSINESS EFFECTIVENESS TIP

The "37" minute meeting agenda

Prepare a meeting agenda in advance and circulate this to your attendees - remember that meetings can come in all different durations, so get people's attention by using varied and unusual meeting durations. Meetings that start and finish on time (or even early!) and achieve all the objectives outlined will be appreciated by all, and will demonstrate how you value and respect THEIR time.



Business Relationships That Last, like Jerry Acuff's *The Relationship Edge in Business* and Keith Ferrazzi's *Never Eat Alone*, teaches that personal interaction and trust are critical to business success, and equips readers with the tools they need to implement this concept into their daily operations.

“The more people who use the principles and practices in this book to deepen their relationships, the richer we'll all be—and happier!”

—Keith Ferrazzi, bestselling author of *Never Eat Alone* and *Who's Got Your Back?*

ABOUT THE AUTHOR

Ed Wallace graduated cum laude from Villanova University, was a Teaching Fellow at Drexel University while he earned his MBA, and has a CPA designation in the State of Pennsylvania. He is president of The Relational Capital Group, which focuses on helping professionals advance the key relationships that most impact their performance.

