

Volume 4 | March 2018

Hi, here's your March edition of Gator Bites with ideas and tips to help you grow your organization.



Picture created by Roman Larionov, PCSAVED.COM



Confused about which way to go to grow your business. Subscribe to *Gator Bites* for tips and best practices to help your organization grow and prosper.

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Gator Bites* e-News is dedicated to the DWITS of the world. What's a DWIT? See the February, 2018 edition of *Gator Bites
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Success, real success, is helping other people be successful.

9 Time Management Tips

"Time Management is not managing time. It is managing ourselves."
Steven Covey, "7 Habits of Highly Successful People"

Running a business can be overwhelming. You wonder, "How on earth do I do this?" Where do I find the time to learn to manage the various functions of my business, use them effectively, keep improving myself, and devote time to my family? Are you going North and South at the same time? In other words, "How do you manage your time effectively?" Time is your most valuable resource and there is a finite supply. Once time is used, you can't get it back. The challenge is to use it wisely. There are numerous books, seminars, and articles on time management, and different systems work best for different people. Let's condense time management to a few principles:

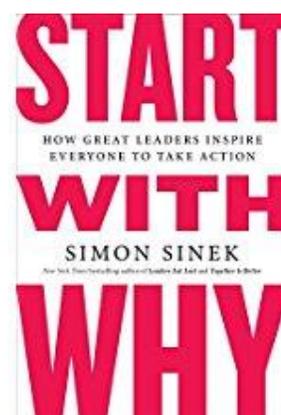
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Quote of the Month: "People want to improve their circumstances but not themselves" - James Bargeron

Book of the Month

Want to grow your business? We all need new ideas and perspectives. Remember, "Nothing in nature (including people) is stagnant. It is either growing or decaying." Even if you can only read one page a day, feed your mind. Simon Sinek's book **Start**



***With Why* is a classic that should be in your arsenal.**

UpWork.com

Have a project? When I needed to convert my book to an ebook format, I used UpWork.com. I contracted with a woman in India, and the conversion was waiting for me the next morning. If you have a project that needs design work, logos, admin support, and much more, try it. People from all over the world bid on your project. You can see their experience, qualifications, success rate, and ask them questions. UpWork is a really cost effective way to get projects done. A vast array of projects is available



One of the most important keys to success is to "**DO WHAT YOU SAY YOU ARE GOING TO DO**". Today's' business people are doing a poor job of being on time, returning calls, or showing up when they make an appointment etc.. There are many things that can happen in the course of a day that can kill a schedule. Fortunately, just about everyone has a cell phone. If you are going to be late or run into a snag or some bad traffic, **MAKE A CALL!** I've heard all the excuses, but for those that call to say they will be late or need to reschedule, I give them a fair chance. Those who don't follow up don't get a second chance. Jack Passarello, Retired AT&T Director National Engineering Staff



The Advisory Alliance
60-Second Read

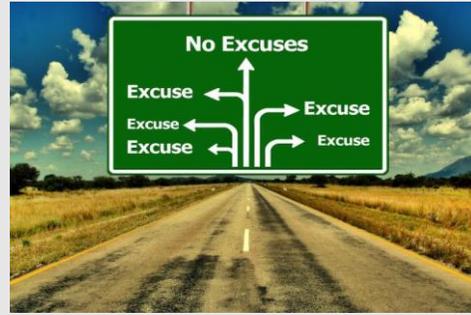
David Harper is an exceptionally astute businessman and an expert in leadership development. His monthly e-newsletter, 60 Second Read always contains great insights. Click here to access [60 Second Read](#)



We've added an audio blog to the website where you can listen to interviews and podcasts for more ideas and tips to help your business grow.

[Audio Blog](#)

The blog page is full of tips and ideas with videos, articles, past issues of Gator Bites, and more.



[Focus on the Objective, not the Obstacle!](#)

Have you ever been around someone who is always pointing out how things won't work? These people never accomplish anything because their mindset is on problems instead of figuring out how to reach the goal. Every worthwhile goal has problems associated with reaching it! Ditch the excuses and start looking for creative ways to reach your goal.



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