

From: Premier Power Team
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Your Profit...Our Success

Commercial · Industrial · Real Estate Brokerage

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Dear Joseph,

Welcome to the Premier Power Team Commercial Real Estate GEMS. You are receiving this edition of our eNewsletter because you are involved with commercial real estate as an owner, user, or investor. We trust you will enjoy this issue and get a "gem" or two out of it. Thank you for taking the time to spend a few minutes with us.

Warmly,
Bruce Kaplan
Joe Billitteri

WARNING: Don't Go To Work Without These 5 Helpful Time Management Strategies

"You can make more money, get more clients, but you can never get back wasted time. Invest wisely".
- Premier Power Team -

Today there seems to be a free for all in Commercial Real Estate and when it comes to filling vacancies or selling a property - all bets are off. Getting your properties leased (or sold) requires one thing: Pig Headed Determination and Discipline. But how do you find the time? Keep reading...

Current Listings

To view the Premier Power Team current listings [click here](#).

Sold & Leased Listings

To view the Premier Power Team sold and leased listings [click here](#).

Business Tip

Write a Plan, Evaluate It, and Revise Constantly. Ninety-percent of all businesspeople lack a business plan. You would never consider showing a property in an unfamiliar area without taking a map. If "success" is your destination, a business plan is the map you need to reach it. For planning to be effective, you must evaluate your progress at least monthly, if not more often. Expand on activities that produce income. Eliminate

One of the biggest struggles many professionals face is how to effectively manage their time so that everything important gets done. With our busy lives, constant interruptions, an abundance of technology, that quite frankly often hinders us verses helps us, the desire to be available 24/7 and the "I can do it better and faster myself" attitude, it's a wonder we get anything done!

You need to change your behaviors. Ask: "What do I want to achieve by seeing time differently? Take your power back and make the decision to do things differently, do things better. The 5 helpful time management strategies are:

Plan/Goal Setting

- Have clear measurable annual goals.
- Keep a daily list of action steps required of me.
- Take time each morning to plan what needs to get accomplished that day and the required action steps to complete the tasks.

Prioritize

- Tackle the A-1 most important tasks first and delegate, delay, or throwaway B and C level priorities as often as possible.

Time Block

- Identify your key daily and weekly activities and then schedule them in your calendar.
- Respect these time-blocked activities as you would a doctor's appointment or dinner out with family and friends.

Avoid interruptions

- Do not allow co-workers or others to distract you during the workday. Being interrupted constantly is something you allow.
- The cost of an interruption is 10 minutes (3 minutes for the interruption, 7 minutes to recover and get back on task).

Delegate

- Know what your time is worth! What is your hourly rate?
- Know that to succeed and create profitability, you can't do all of the work by yourself, so practice delegation.
- Routinely assign tasks with a very clear definition of what is to be done.
- Routinely assign tasks with an explanation of the consequences of the action.
- Routinely assign a deadline for completion when you delegate a task.
- Have systematic approach for following up on work that you have delegated.

Ideas are a dime a dozen, implementation is the key. So, tonight when you go home or first thing tomorrow morning, look this over

income wasters. What works in January may cost you money in July. You must be ready to change direction as the market changes.

Announcements

We have been experimenting with social networking sites such as Facebook, LinkedIn and Twitter. If you are already on one or more of these sites, we would like to connect with you. If you're not yet into this way of keeping in touch, we'd like to invite you.

Personal Note

We hope you had a wonderful July 4th weekend! One has to marvel at a country founded on individual liberty lasting 233 years. We urge you to treasure your freedoms and don't take them for granted.

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and identify 3 ideas and even decide how to implement them! [Click here](#) for a copy of the Time Management Diagnostic.

3 Bonus Strategies:

Quit Multi-tasking

- Research has shown multi-tasking makes you stupid - you're not focusing on and completing any one particular thing.
- Sometimes multi-tasking is useful (driving and listening to audio cd's; exercising and listening to audio cd's, talking to a friend and doing the laundry).
- Use the 2-minute rule: if you can get it done in 2 minutes or less, it's OK. Otherwise, put it aside.
- Stop negative multi-tasking.

Biggest Time Waster:

- Unrestricted access to you!
- Those who are available 24/7 have a lack of integrity with self.
- Create boundaries that serve you.

The Fax:

- It's fast but not so easy and instant like email or a phone call. It encourages thoughtfulness with communication
- When you are so available it makes people automatically think: "Oh...he/she doesn't have that much work".
- Encourage people to communicate with you via fax; it will save you hours of previously wasted time.

Remember it took you a lifetime of habits to get to where you are today - take baby steps daily and one day you'll wake up and discover you're extremely effective with your time management.

Resource

E-mail your Huge Files With Ease!

Do you need get a file to a friend or associate in a hurry but it's too big to e-mail because your Internet service provider blocks big files. There are a lot of options but this one may be the easiest to use. Just type in your message and upload any file up to 100MB. Your recipient will receive an e-mail just about instantly with a link to the file -- ready to download. No registration required - and you can use their free service to send files up to 100MB in size without any cost.

YouSendIt is the No.1 digital delivery company serving business and individuals on the Web today. Their innovative service enables users to send, receive and track files, on-demand. YouSendIt provides a

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