

The Small Biz Balancing Act

Secrets to Restoring Passion and Play in Business and in Life

Conference Planner

The Conference Planner is designed to make more efficient use of your time. Instead of making several calls to a client or colleague you're in touch with frequently, you'll create a list of topics to cover with that person when you do talk. This will save you both time.

When you're involved in a project and remember something that you need to tell someone else, stopping the task at hand to call that person isn't a productive use of your time. Quickly jot their name down on the Conference Planner and make a note of what you needed to talk about. When you call the person, you will have your list of the topics to cover ready at hand.

Name:	Name:
Name:	Name:
Name:	Name: