

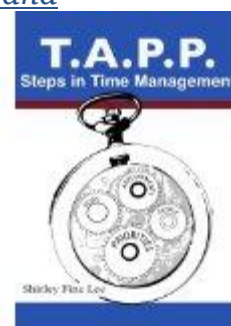


Happy Holidays

Enjoy the Season

I apologize for the sporadic delivery of newsletters this past year. I am working on a new format for the newsletter in 2013. So far, I have set-up this new distribution system and plan to implement a new design soon. In the meantime, I wanted to wish you happy holidays and give a brief highlight of 2012.

2012 has been a good year for me professionally. My third book, *[O.P.I.E. Project Planning and Implementation for Teams](#)* came out on Amazon Kindle this year. My other books are available in both print and e-book: *[R.A!R.A! A Meeting Wizard's Approach](#)* and *[T.A.P.P. Steps in Time Management](#)*. I have written more articles this year and my [e-articles](#) continue in popularity. As for blogging, the “[To Be Productive](#)” blog appeared on the “Top 75 Productivity Experts to Follow on Twitter” list.



I have added a new social web topic to my [keynote](#) line-up and have led some great discussion groups on this topic as well. I have also been interviewed on using social networks as a business strategy. I continue to work with [Peak Performance Solutions](#) on various projects and look forward to more in 2013.



During 2013, I will do my best to put together interesting newsletters, blog posts, podcasts, and articles. Many of you have told me you like the newsletter as a reminder to check the “[To Be Productive](#)” blog. My newsletter typically focuses on a single blog post, announcements, articles, and other related links. It does not reflect all posts that may publish on the blog. If you want to know when the blog is updated with a new post or book summary, you may want to go to the blog and use one of the **3 Follow** or **5 Feed** options in the right-side column so you do not miss anything. Upcoming posts will include goal-setting and time management tips for the New Year.

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