

9 Wed
Nov 2016

Chris/Emily Weekly

Puerto Rico Party

Transition Topics
cafe
- Emily H. Klotz

Square Table Brand
Identity Concept
Presentation with

"Dinner" Team
Lunch :)

One On One - Klotz
Sven's Office
Sven Noufoldt

Party Tray Monthly
Team Mtg

Walmar

BLOCK
♦ Emi
ly
H.

21 Mon
Nov 2016

prep for
pre-meeting
♦ Emily H. Klotz

Pre-Meeting

Culinary Pairings

Walmart Gatherings

Review Gatherings

Send off Lunch for
JJ

GATHERINGS

Review Shrink

PPA Meeting:

Sams Club

BLOCK
♦ Emily H. Klotz

7 Mon Nov 2016	8 Tue Nov 2016	9 Wed Nov 2016	10 Thu Nov 2016	11 Fri Nov 2016
			<input checked="" type="checkbox"/> Kroger Deli Meeting	<input checked="" type="checkbox"/> Veteran's Day (USA) <input checked="" type="checkbox"/> Kroger Deli Meeting
	<input checked="" type="checkbox"/> Talk with Emily cafe <small>- Emily H. Klotz</small>	<input checked="" type="checkbox"/> Chris/Emily Weekly		<input checked="" type="checkbox"/> Weekly MP Staff
<input checked="" type="checkbox"/> Single Serve Party		<input checked="" type="checkbox"/> Puerto Rico Party		<input checked="" type="checkbox"/> Deli By Design Sales
<input checked="" type="checkbox"/> DiLusso Deli	<input checked="" type="checkbox"/> Party Tray Demand	<input checked="" type="checkbox"/> Transition Topics cafe <small>- Emily H. Klotz</small>	<input checked="" type="checkbox"/> Party Trays Cutting	<input checked="" type="checkbox"/> Hormel Deli Insights Meeting GO 4B
	<input checked="" type="checkbox"/> Gatherings	<input checked="" type="checkbox"/> Square Table Brand Identity Concept Presentation with		
<input checked="" type="checkbox"/> Lunch W/Rachelle planning AI's day <small>◆ Rachelle L. Burch</small>		<input checked="" type="checkbox"/> "Dinner" Team Lunch :)		
<input checked="" type="checkbox"/> QST Review for Deli	<input checked="" type="checkbox"/> Work on HYPE application and Nsight review	<input checked="" type="checkbox"/> One On One - Klotz Swen's Office <small>Swen Neufeldt</small>	<input checked="" type="checkbox"/> Reschedule: ERG (H	
		<input checked="" type="checkbox"/> Party Tray Monthly Team Mtg	<input checked="" type="checkbox"/> Deli Insights Meeting Prep	
<input checked="" type="checkbox"/> BLOCK <small>◆ Emily H. Klotz</small>	<input checked="" type="checkbox"/> BLOCK <small>◆ Emily H. Klotz</small>	<input checked="" type="checkbox"/> Walmar	<input checked="" type="checkbox"/> BLOCK <small>◆ Emily H. Klotz</small>	<input checked="" type="checkbox"/> BLOCK <small>◆ Emily H. Klotz</small>
		<input checked="" type="checkbox"/> BLOCK <small>◆ Emily H. Klotz</small>		

A dark blue-tinted photograph of a workspace. In the center is a laptop with a keyboard. To the left is a white coffee cup. A hand with a watch is visible on the right side, resting on the laptop. The background is a grid pattern.

HOW TO BE MORE PRODUCTIVE AT

WORK

BY EMILY KLOTZ



DELETE TONY FROM SERVER

REORDER PROZAC RX

SPRING

CHECK VOICE MAIL

MEETING W/ JACOB

CALL TONY

CALL TONY

CALL TONY

CALL TONY

CALL TONY

CALL TONY

IMPLICATE BOSS IN INSIDER TRADING SCANDAL

ATTEND SENSITIVITY TRAINING SEMINAR

CALL ESTELLA RE: MEETING EST. 11/14

TAKED LUNCH TO TONY

MEETING W/ JACK @ 4:00 PM

CALL TONY

CALL TONY

CALL TONY

UPDATE SOFTWARE

STRENGTHS FOR OFFICE & JACOB'S PARADISE 1. HAVE SITING

CALL TONY RE: 2:00 PM MEETING

CALL TONY 555-6521

BUY MORE STICKY NOTES

ASK GUY

ASK BOB FOR RAISE \$\$\$

BAGELS

555-5577

WHAT IS A FISCAL YEAR??

42?

KILL ME NOW



THREE EASY TIPS

- Send out agenda
- Take Control
- Follow-up

01

SEND OUT AGENDA

Objective of Meeting.

CLUB EXTENSION PROJECT AGENDA EXAMPLE

Objective: To Launch an item into Club Channel by
September 1st

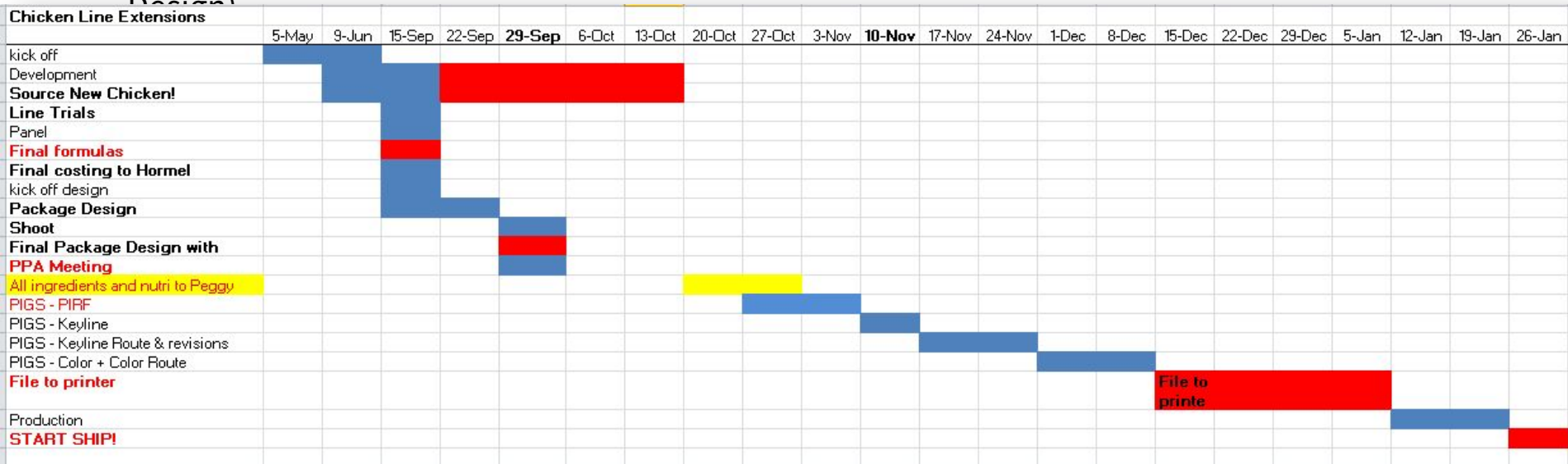
- Attendees: Katherine (USDA), Brock (R&D), Russ (Operations), Chris (Sales), Brett (Package Design)
- Why?: Grow Topline by 10%
- Key Details:
 - 12 oz. Product
 - Blue and Yellow Components
 - Organic
- Shipment Timeframe: September 1st, 2017

CLUB EXTENSION PROJECT AGENDA

EXAMPLE

Objective: To Launch an item into Club Channel by September 1st

- Attendees: Katherine (USDA), Brock (R&D), Russ (Operations), Chris (Sales), Brett (Package Design)



01

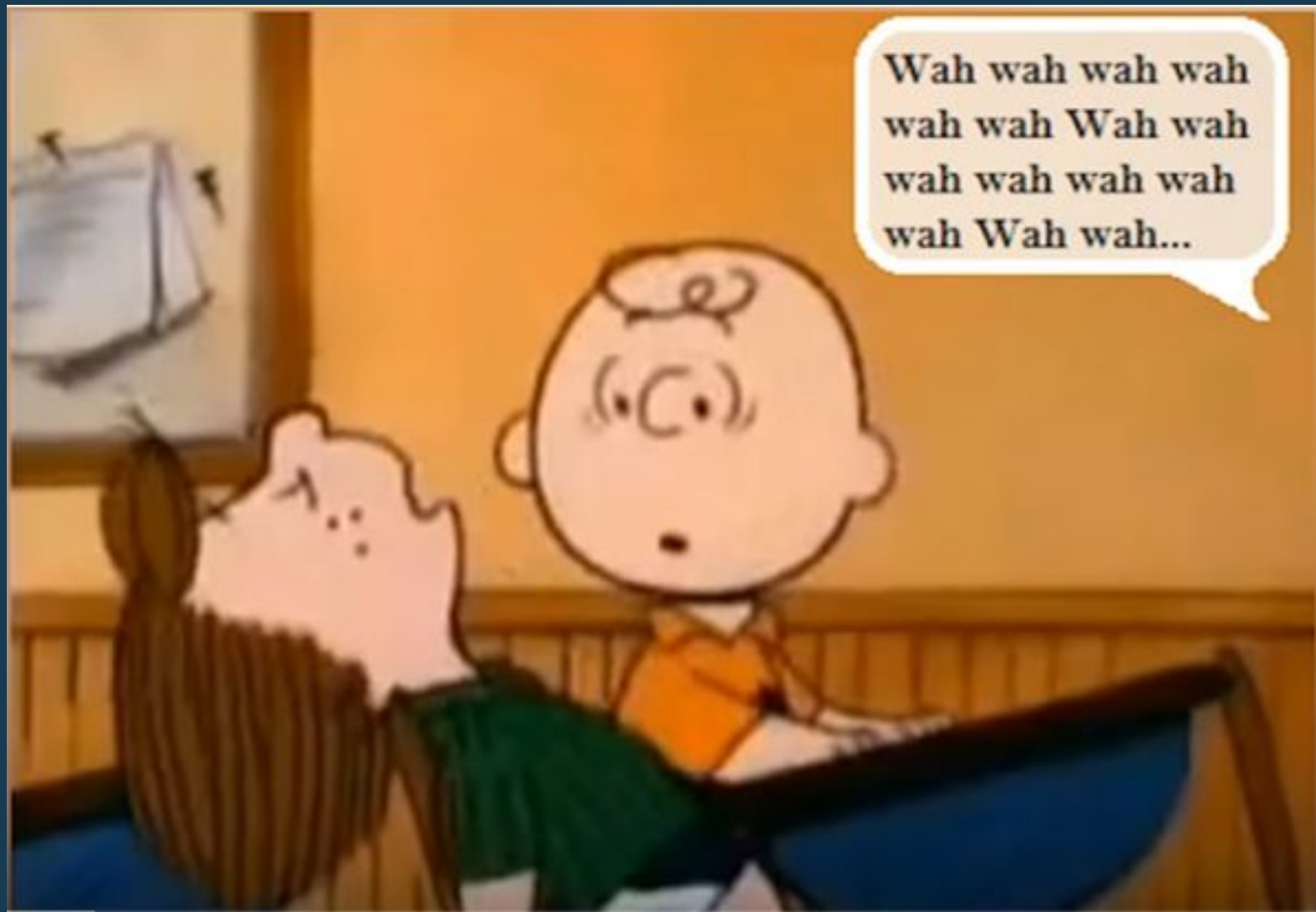
SEND OUT AGENDA

Objective of Meeting.

TAKE CONTROL

Table discussions that could derail objective of the meeting.

02



Source:

<https://www.youtube.com/watch?v=k6p1Ck0ab80>

TAKE CONTROL

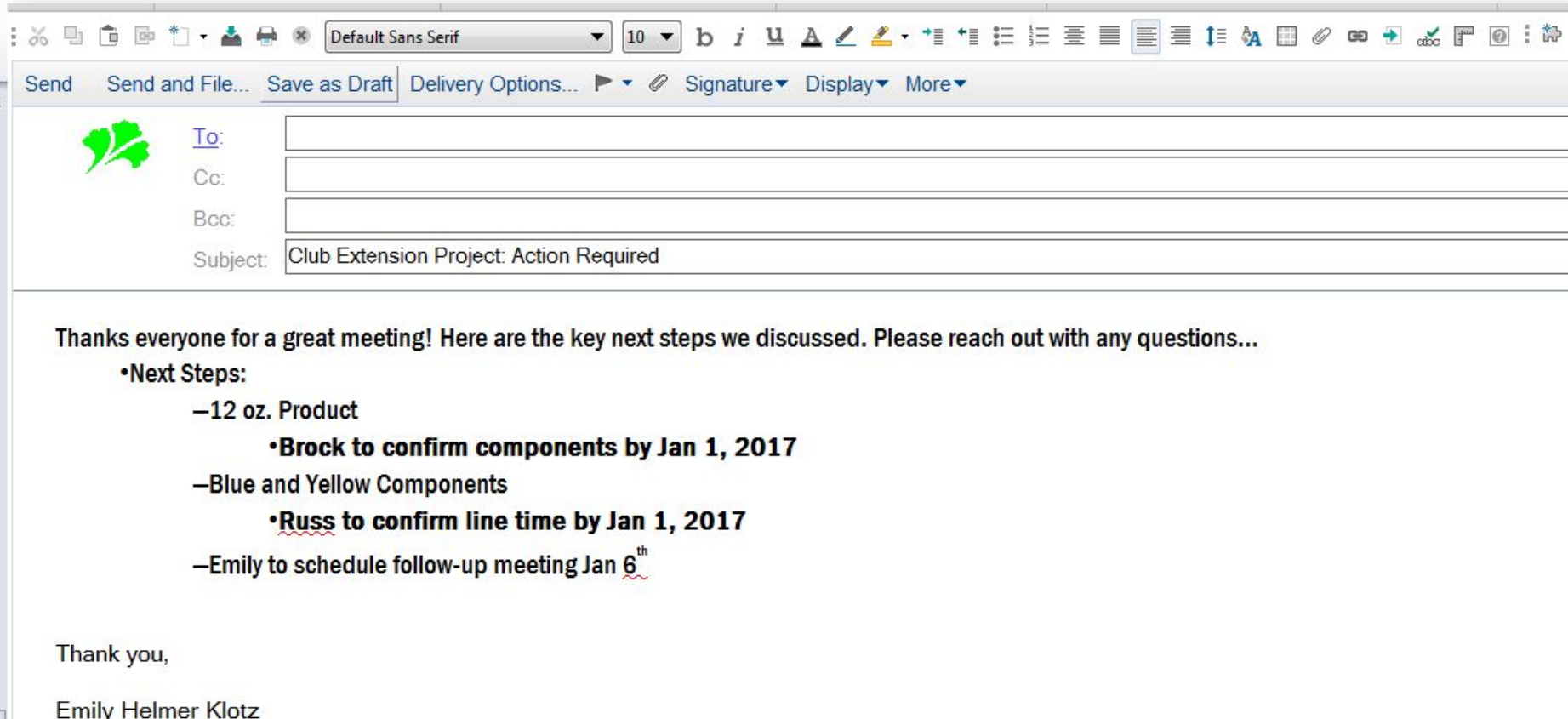
Table discussions that could derail objective of the meeting.

02

FOLLOW-UP

Key Deadlines and Assignments

Follow-up Email



The screenshot shows an email client interface with a toolbar at the top containing icons for copy, paste, print, font settings (Default Sans Serif, size 10), bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and other functions. Below the toolbar is a menu bar with options: Send, Send and File..., Save as Draft, Delivery Options..., Signature, Display, and More. The email header fields are: To: (empty), Cc: (empty), Bcc: (empty), and Subject: Club Extension Project: Action Required. The main body of the email contains the following text:

Thanks everyone for a great meeting! Here are the key next steps we discussed. Please reach out with any questions...

- Next Steps:
 - 12 oz. Product
 - Brock to confirm components by Jan 1, 2017**
 - Blue and Yellow Components
 - Russ to confirm line time by Jan 1, 2017**
 - Emily to schedule follow-up meeting Jan 6th

Thank you,
Emily Helmer Klotz

FOLLOW-UP

Key Deadlines and Assignments

THREE EASY TIPS

- Send out agenda
- Take Control
- Follow-up

I've survived another meeting
that should
have been an
email.



someecards
user card

Sources:

Photos: Flickr, Some E-Cards,

Content: <http://projectmanagementhacks.com/meetingtips/>