

Please join us in June for another great speaker

Denver Entrepreneur Meetup

June 26, 2008 6:30 -8:30 PM

Perrin Room, Englewood Public Library

1000 Englewood Parkway

Englewood

Fight Tax Discrimination!

Each year, you add your invoices and total your expenses. You enter all of the numbers on the appropriate lines. The tax preparation software you bought is supposed to help save you money, but it really isn't set up for you and your business; it's generic. When the program spits out the final figures, your taxes seem very high.

Of course, you wouldn't trust a computer program to make your medical health decisions; that's why you have a doctor. So why would you entrust your important financial decisions to a cheap, generic piece of software?

If you think you're paying too much in taxes, the bad news is that you probably are. The good news is that Larry will provide a variety of hints and tips to help you start saving on your taxes immediately!

ABOUT THE SPEAKER: Lawrence Kopf, MBA, CPA, is a Tax Specialist, a nationally recognized author and instructor of CPE Tax Seminars, and Managing Director of TaxOnly, LLC. Larry has also been a frequent guest on the Success Radio Show.

CAPACITY: The room has a maximum capacity of 37 people. Please only RSVP "Yes" if you are absolutely sure you will be able to attend the meeting. If you RSVP "Yes" and your plans change, please be considerate and change your reservation so that someone else can attend. Once we reach maximum capacity, we will not be able to allow anyone else to come in. The rule of thumb: if you want to attend, RSVP "Yes" and be on time!


MARKETING MATERIALS TABLE: A table will be set up for you to place your marketing materials on, so bring plenty! There is room for each person to place one item (or items) up to the size of an 8 1/2 x 11 piece of paper.

Directions:

The meeting is in the Perrin Room at the Englewood Public Library. Here's a map: <http://tinyurl.com/22rkc8>. The Library is on the first floor of the Englewood Civic Center. To get to the Englewood Public Library, take Hampden to South Inca Street, and then turn North. You'll see the entrance to the parking structure on the West side of the road, before you get to the Civic Center. There is an entrance to the library on the lower level of the parking structure. If you'd like to get a good look at this area, click on the "Satellite" view on the Google map, and you can see the location of the parking structure and Civic Center.

The Denver Entrepreneur Meetup is a group of small business persons who meet once a month to learn and share ways to make them, and their business, more productive and profitable. For more information, and to RSVP for our next meeting, go to:

<http://entrepreneur.meetup.com/72/>



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Denver Entrepreneur Meetup

May 29, 2008

Sue Begeman

Slow Down and Accomplish More

Learning to work smarter is time well invested. Slowing down is an antidote to overwhelm if you are slowing down to learn practices that will turn you into an Olympic athlete of the workplace. Recommended practices: keep all your tasks on one list, focus on one thing at a time, complete cycles and debrief as you go.

Work Smarter Strategy #1: Keep a task list

Write down every task you need to accomplish in the next 3 years. Next to it, write the date you will take the next action on that task.

Work Smarter Strategy #2: Do one thing at a time

Multitasking wastes time! People who multitask are less efficient than those who focus on one project at a time. Managing two mental tasks at once reduces the brainpower available for either task.

Work Smarter Strategy #3: Complete Cycles

Finish one unit of work before moving on to the next. Interruptions waste time and cost you money. When someone else's cycle collides with your cycle, which one will win? Interrupt the interruption: "Wait a moment..." (while you finish your task) or, "Can you come back in an hour?" (After your task is finished.)

Work Smarter Strategy #4: Debrief information as it comes in.

Ask: What is this for?

Make a decision on the spot:

- Toss it
- File it
- Delegate it
- Task it

Put an item in the accurate place for the next action.

Slow Down and Accomplish More

1. Use the task list as your life line
2. "Single-task" - take the one week challenge
 - Focus
 - Be Present
3. Complete cycles
 - Interrupt the interruptions
4. Debrief as you go