

REDEFINING
THE BEST
WAY TO DO
BUSINESS
IN THE
21ST CENTURY



1405 WARNER AVE., B
TUSTIN • CA • 92780
PHONE (714) 258-8340
FAX (714) 784-7806

JULY 23, 2014

With 24 reporting, EAOC members had \$446,907,864 in total sales for 2013

Beat The Clock! –feeling behind the time?

Try these 10 tips to meet deadlines – and goals!

1. Prioritize your responsibilities; spend the majority of your times focused on the most important ones.
2. Schedule one day a week to concentrate on administrative tasks. Clutter can cost hours each day due to hidden papers and constant distractions.
3. Limit the number of meetings you attend, opting out of those that don't directly involve you.
4. Delegate! Don't be of the "I can do it better" persuasion.
5. Ask your assistants to screen calls and if possible, pass them along to others who can handle them.
6. Place responsibilities on your calendar; scheduling puts you in better control of your day.

TO SUCCEED IN
BUSINESS IT'S NOT
WHAT
YOU KNOW BUT
WHO
YOU KNOW THAT
COUNTS MOST!

SCHEDULE

July 30th Lydia Pooler & Kenneth
King Jub Jub Interactive
Board Meeting

Aug 5th Open

GREETERS

Donny Delfin
California United Bank

Gary Gregg
Creating With Glass

Frank Harris
LegalShield

7. Get to the office early to enjoy a more productive time of day before the phones start ringing
8. Check e-mail once a day, at the same time. Handle each message you receive at that time.
9. Learn to say no! Try not to accept new projects until you finish those for which you're already responsible.
10. Identify your biggest time-wasters, from procrastination to unannounced visitors, and develop strategies to overcome them!



Welcome Aboard

Anthony Wang **714-697-5775**
 Anthony Wang Photography **#10**
 Classification: Photographer
www.awangphoto.com
anthony@awangphoto.com

Welcome Aboard

Santos Santana **714-925-0368**
 Santos Santana Gardening &
 Landscaping **#21**
 Classification: Gardening & Landscaping
santossantana38@gmail.com

MEMBERSHIP

The following firms has been proposed for membership in the Executives' Association of Orange County. Any member who wishes to cast a negative vote please call the Executive Director.

FIRST PRINTING

Simons Bakery
1901 Ritchey
Santa An, CA 92705
Class. Bakery
Rep. "C" Rosenstrauch
Proposed by Sammy Montoya

SECOND PRINTING

Edible Arrangements
5945 State St.
Huntington Park, Ca 90255
Class. Edible Arrangements
Rep. Shavon Klein
Proposed by Jonathan Judge



Target Classifications

Moving & Storage	Hearing Aids
Awnings & Canvas	Optometrist
Veterinary Clinic	Locksmith
Window Cleaning	Janitorial Service

Thought for the Week

"Patience and perseverance have a magical effect before which difficulties disappear and obstacles vanish."

-John Quincy Adams