



REVIEW WRITER 2007 ARRIVES JUST IN TIME

1. REVIEWWRITER 2007 HAS JUST BEEN RELEASED.

For the third month in a row, PST has released a new product, and this time it is a complete rewrite of the original ReviewWriter. Just in time for you to use for your annual reviews!

- It's been rewritten to be intuitively easy to use (who wants to struggle with writing a review?). Simply:
 1. Select or create a Performance Profile with the desired job competencies,
 2. Rate your direct report/employee on those competencies,
 3. ReviewWriter writes the narrative,
 4. You add your final comments and you're done
- Fast at importing people from ManagePro or any other list of employees formatted in CSV (comma separated format - Excel).
- It has all the competency skills or performance factors that were available in the original ReviewWriter, plus adds the ability to import any other list of job competencies formatted in, you guessed it, CSV.
- It's been rewritten in .Net and has all the latest Office 2007 look and feel, plus it's compatible with Microsoft Vista.

It Gets Better!

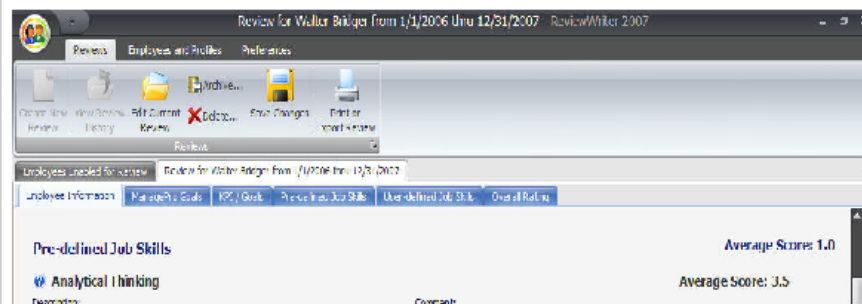
PST will be adding an automated 360 review capacity to **ReviewWriter** by February 15th. If you order the program now, you'll get the 360 email feature without the coming cost increase. So make it a goal this year. Give all your people reviews. This is a great year to make that happen if it's not part of your current process, and let me tell you about the price.

Get this, **ReviewWriter** is being offered at the introductory price of only \$100 for a complete license that will create as many reviews as you wish on up to 8 employees. If you have more than 8 employees, simply purchase an increase in the number of employees your software will review for the additional amount of \$100/8 employees.

For more information, take a quick PowerPoint tour at <http://www.managepro.com/SftwTour/RW2007.ppt>

If you're using ManagePro, don't miss taking advantage of this well integrated program. It pulls the goals scorecard and the feedback and recognition comments for each direct report directly over from your ManagePro 7 database. You'll have all the tools at your finger-tips to create reviews that help both your direct reports and your business.

Screenshot of job skills rating area:



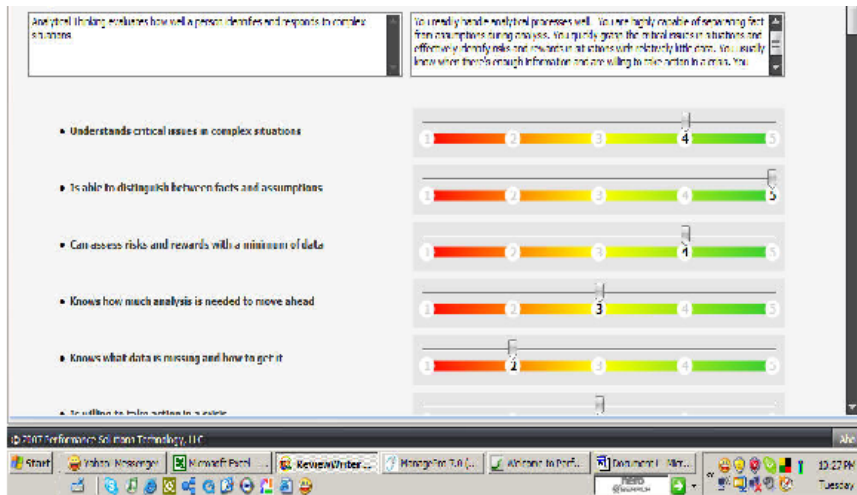
JANUARY 2007 NEWSLETTER CONTENT:

1. **ReviewWriter 2007 Arrives Just in Time!**
2. **Critical Guidelines to Improve Your Strategic Plan**
3. **Did you miss these 3 new features in ManagePro 7.0?**

WHAT'S NEW

[Free Online Tutorials!](#)

[Click here](#) to take advantage of free ManagePro 7 training tutorials.



2. THREE CRITICAL GUIDELINES TO IMPROVE YOUR STRATEGIC PLAN

If we were consulting with you today, and looking at your Strategic Plan, we would be emphasizing three important constructs that dramatically improve your Strategic Plan. They take it from being a plan, to something you can put into place and execute... all year long. Let's go over what we emphasize:

1. **The Strategic Plan is about "must have" growth - nothing else.** Bottom line, all of your strategic goals should be about growth, example: Growing sales, growing people's effectiveness, growing internal efficiencies. Growth is what we are after; not mission statements, not organizational philosophy, not politically correct statements (to insure every group has a line item in the Strategic Plan) - just growth. And not just any growth. Not just nice-to-have growth, "wouldn't it be nice/good/we really should" growth - you want to keep your Strategic Plan very lean and mean, and limit it to just the areas that are mandatory for growing your business this year.
2. **Any initiative supporting a growth goal has to stand the test.** What test? It has to stand the test of the following question, "Is that (initiative) really required to reach the strategic goal?" If the initiative is not critical to reaching your strategic goal, don't keep it in your plan. Keep your plan light and focused, you want to carry and drive this through-out the year. Sacrifice or trade comprehensive descriptions for targeted, punchy sentence stubs. All non-critical initiatives should be in your Operations section, not your Strategic Plan.

Note: Don't fill up your Strategic Plan with multiple layers of initiatives, they should all be in your Operations area and linked to your Strategic Plan using the right click Strategic Plan option in ManagePro.

3. **If a goal isn't measured, isn't linked, it doesn't belong.** If you haven't figured out a meaningful way to measure each strategic goal and supporting initiative - it doesn't belong in your plan. If you're not tracking it via your scorecard, don't keep it. If it's not worth the time to measure and track, it doesn't belong in your Strategic Plan. In a similar fashion, if your strategic goals and initiatives don't link to goals and projects in the Operations area of your database, they will typically be unsupported in the day-to-day work process and shouldn't be in your Strategic Plan. It's that simple, and the measurement and linking test is one of the best for predicting what you will actually execute through the year.

By-the-way, if any of this doesn't make sense. Or if it leaves you feeling unsure you can put your strategic planning into action in ManagePro or MProWeb, call us. Schedule a couple of hours of consulting, and let's get your Strategic Plan ready to go for 2007.

3. DID YOU MISS THESE 3 NEW FEATURES IN MANAGEPRO 7.0?

1. **Docking the Related Details, Calendar and Lists windows**
Make sure you take advantage of this feature. Just click the pin in the upper right corner of each window and you will notice that it rotates to a horizontal position. At this point the window is "un-docked" (meaning that it is not locked into position on your screen). As soon as you move your cursor off an undocked window, the window will exit to the side or bottom

of the program and be visible only as a tab to allow you more work space. If you hover your mouse over the tab, the windows will redisplay on your screen. Move your mouse off the window to cause it to slide back behind its tab. To "dock" the window, just click on the horizontal pin. You'll notice the window is now a permanent display in your screen.



2. Zooming in and out the Gantt Chart Timeline

You can move the span of time displayed in the Gantt chart forward or backward in time by using the arrow buttons on the upper left and right side of the display. But, you can zoom in (drill down on a daily basis if you wish) or zoom out (look at project durations over the span of several years) by following this one simple procedure:

Place your cursor anywhere at the top of the Gantt chart date display and while holding down your left mouse button, move to the left to zoom in, move your mouse to the right to zoom out. It's that simple, and actually kind of fun.

3. Transferring goals and tasks to your daily calendar/plan

It really helps to have your daily calendar reflect the goals and tasks you need to make progress on, not just to-dos and meetings. There's an easy way to do this in ManagePro 7. Just highlight the goal or task record in a GAPR view, and select the right click option Display in Calendar. That automatically displays the record you've highlighted at the top of your calendar for the day. From there you can drag it to any time and stretch it to any duration. It sure helps me stay focused on my priorities and I'm sure you will find it useful (as well as the other tips above).

Have a great month working with the new and improved ReviewWriter and ManagePro!

Rodney Brim, Ph.D.
CEO, Performance Solutions Technology, LLC

P.S.

If you are still using ManagePro 6.9 and are hosted by Performance Solutions Technology, you must upgrade to version 7.0 no later than February 15, 2007. PST will no longer guarantee hosting for ManagePro 6.9 MPro-Link operations after that date. Note that all ManagePro 6.9 users with a current annual maintenance contract are eligible for an upgrade to ManagePro 7 at no cost.

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