

in this issue...

- The Pyramid: Ordering Your Investment Objectives
- Leadership Skills: How to Be a Successful Communicator
- Tax Tips For The Individual Investor
- What Is Effective Time Management

Leadership Skills: How to Be a Successful Communicator

As a business leader, one of the most important leadership skills you'll ever demonstrate is knowing how to communicate. When you think about it, most business leadership consists of communication of one sort or another.

You hold meetings with staff or board members or suppliers, you interview potential managers, you meet customers and shareholders, you chat in the corridor or on the phone. All of these moments offer you the chance to influence, to enthuse and to inspire.

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Tax Tips For The Individual Investor

As the old saying goes, there are only two certainties in life: death and taxes. While we have yet to find a way to successfully avoid either, there are a few tricks of the trade that can minimize the impact the taxman has on your pocketbook.

After all, nobody likes taxes, but we all have to deal with them, so we might as well handle them in the best way possible. When the end of the year approaches, many investors' thoughts turn to how they can avoid paying tax.

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What Is Effective Time Management

Time management is basically about being focused. The Pareto Principle, also known as the '80:20 Rule' states that 80% of efforts that are not time managed or unfocused generates only 20% of the desired output. However, 80% of the desired output can be generated using only 20% of a well time managed effort. Although the ratio '80:20' is only arbitrary, it is used to put emphasis on how much is lost or how much can be gained with time management.

Some people view time management as a list of rules that involves scheduling of appointments, goal settings, thorough planning, creating things-to-do lists and prioritizing.

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**The Pyramid:
Ordering Your
Investment
Objectives**

Investment planning is not like trying to win the lottery - it's not a matter of luck.

Crafting an investment strategy requires an assessment of resources, development of objectives, analysis of choices and opportunities, and, finally, a matching of those alternatives to long-term goals.

The most basic investment objective is safety and security of principal. When this is the paramount concern, the investor is less concerned with return on investment than with return of investment. Investments that offer the least investment risk also carry the lowest expected investment return.

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