Greetings!

I’m glad you’re interested in sending me a set of Top Ten Productivity Tips that will be shared with hundreds or thousands of other readers who will be helped by your ideas – and who will then know more about you! Please fill out the information below and send it along to me.

----------------------------

***Note****: The information in this section will not be shared with anyone; it is so I have it in case I need to contact you.*

Name:

Best Mailing Address:

Best Contact Phone:

Best Email:

Primary website:

Additional websites:

Your most active social media addresses:

--------------------------------

Please indicate the Top Ten Productivity Tips series you think your set of tips would serve (and you may choose more than one):

\_\_ Top Ten Productivity Tips for Coaches
\_\_ Top Ten Productivity Tips for Entrepreneurs
\_\_ Top Ten Productivity Tips for Professors
\_\_ Top Ten Productivity Tips for Women
\_\_ Top Ten Productivity Tips for Writers

Continued on next page…

**Please note**: It will be helpful to you (and make it more likely that your tips will be included in one of the series) if you are familiar with the way that I tend to write the Top Ten Productivity Tips. These are free and you may sign up at [www.TopTenProductivityTips.com](http://www.TopTenProductivityTips.com). Some weeks, it’s just a set of ten statements, with little explanation. Other weeks, there are ten ideas, each with a short explanation or additional commentary. One is not better than the other, so you may choose what works best for you for the particular set you are sending me.

Please include your set of tips in the following format either pasted at the end of this document or put in a separate Word doc. There’s no need for any fancy formatting because we will put it into the software so that it’s on the blog and TTPT subscribers receive a link.

--------------------------------

Title (for this set of tips)

Introductory sentence or paragraph

Your ten tips

Concluding sentence or paragraph

Contact info as you want it to appear

--------------------------------

Please only send me something that is ready-to-go. I learned early on in this process that it didn’t make sense or make anyone’s life easier to have drafts going back and forth. The Top Ten Productivity Tips are free to folks and have served as a marvelous way for many people to help others and to have others learn more about them and what they do.

I hope this sounds interesting and worthwhile to you and that you’ll join the TTPT crew!

**![C:\Users\Meggin\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7C6LVJHG\MCj04420720000[1].wmf]()Note**:  If you have any questions, they are probably answered on the FAQ page - <https://toptenproductivitytips.com/faq/>. If you have questions that aren’t answered on these pages, please let me know!