

## Newsletter: Bringing the Inside Out

July 2005

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### Coaching 102: What You Focus On EXPANDS:

What YOU FOCUS on EXPANDS. In other words, what you pay attention to will come true. Examples that show how this works in the real world could include scenarios such as: as soon as you decide to have a child, every where you go, there are children and things for children or when you decide to buy a red sports car, there are red cars everywhere. These are concrete examples of this law in action.

There is a huge amount of power in focus and attention. Try to take stock in your beliefs and see where they lead you in life. Are you focused upon negative experiences or is your attitude of a positive nature? Are you happy with your life or are you living a miserable one? Taking time to delve into these matters of the heart will go a long way into creating a life where dreams do come true. It's all a matter of focus, attention, and attitude.

When you desire that something come true, you can create the reality, by first thinking of the desire, then verbalizing it and then doing it. Coaching can assist you to make your dreams come true in this way.

Most people have many dreams and ideas running around all tangled up in their minds. Many people get stuck in this phase because they never follow the ideas, they just feel confused and they don't know where to start. If you take those ideas and sort them out one at a time, each idea can be untangled with a beginning and an end. When you call your coach and discuss your ideas and dreams, she can help you find an action plan at the end of each one.

The next step is to focus on the action plan, build in goals and time frames and watch your dreams become reality. What you think you can do, and focus on, will become your reality. Don't forget the reality will become more concrete with each step: think, verbalize, and act.

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Expand your ideas by focussing on them. Be accountable to your action plans. If you want assistance in these areas, that is what a life coach is trained to do.

## **First Impressions**

You never get a second chance to make a first impression. First impressions are essential in all walks of life. Research shows that first impressions are made between two and thirty seconds. After that all impressions are filtered through that judgement.

When looking for work, first impressions are vital. Having a resume and cover letter that closely match the type of job you are looking for will give you that edge over the unemployed. It is important to ensure that the clothing that you wear matches the work standard and that you look serious about working. Having a smile on your face reflecting your good attitude is essential. If you are having a bad day, possibly you should forget looking for work at that time and find something to perk yourself up.

In business, a first impression can assist a customer in deciding whether to even enter your premises, let alone buy the product. In service industries, the first impression that you make will either break you or make you. It does not matter how good you are, or it is if the consumer is not convinced that they need whatever it is you are selling, you will not be successful.

In social relationships, such as dating, meeting the date's parents or even making friends, first impressions are also essential. Again, two to thirty seconds, and after that all impressions are filtered through that first half-minute. You may get a second chance, but that would just be luck and it takes longer to change that impression than it would to make a positive first impression to start with.

First impressions use at least four of the five senses. How you look, what you smell like, how you sound and how you shake hands (or hug, or rub noses, depending on the culture) all impact how people feel about you or your environment. Eye contact, perceived confidence, perceived comfortableness, posture and the look on your face also contribute. Try to evaluate the situation that you are going to be in and put yourself in another's shoes....how do you rate?

It is important to be who you are - I am not emphasizing changing your personality or the way you dress. It is only important to be aware and understand what that impression seems like. If you do not like the reaction people are having, perhaps the situations that you are experiencing could be based on what type of impression you are making it. This will lead to a choice, either you change the situation or you change how people perceive you.

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If you feel that you could be more successful, there are many books and articles about the importance of first impressions and how to make a good first impression. There are also many professionals that may be able to assist you, including career counsellors, life coaches or image consultants.

### Time Management AKA Activity Management - Tips:

Time Management is activity management...you can't change time, but you can change the way you manage your activities, try these tips.

1. **Spend Time Planning & Organizing.** Using time to think and plan is time well-spent - if you fail to take time for planning, you are, in effect, planning to fail. Organize your way. If you need color and pictures, use a lot on your calendar or planning book...
2. **Set Goals.** Goals give your life, and the way you spend your time, direction. Set goals which are specific, measurable, realistic and achievable. Your optimum goals are those which cause you to "stretch" but not "break" as you strive for achievement. Goals can give creative people a much-needed sense of direction.
3. **Prioritize.** Use the 80-20 Rule originally stated by the Italian economist Vilfredo Pareto who noted that 80 percent of the reward comes from 20 percent of the effort. The trick to prioritizing is to isolate and identify that valuable 20 percent. Once identified, prioritize time to concentrate your work on those items with the greatest reward.
4. **Use a To-Do List.** Some people thrive using a daily To Do list which they construct either the last thing the previous day or first thing in the morning. Such people may combine a To Do list with a calendar or schedule. Others prefer a "running" To Do list which is continuously being updated. Or, you may prefer a combination of these two. Whatever method works is best for you.
5. **Be Flexible.** Allow time for interruptions and distractions. Time management experts often suggest planning for just 50 percent or less of one's time. With only 50 percent of your time planned, you will have the flexibility to handle interruptions and the unplanned "emergency." When you expect to be interrupted, schedule routine tasks. Save (or make) larger blocks of time for your priorities.
6. **Use Your Prime Time.** That's the time of day when you are at your best. Are you a "morning person," a "night owl," or a late afternoon "whiz?" Knowing when your best time is and planning to use that time of day for your priorities (if possible) is effective time management.

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7. **Do the Right Thing Right.** Noted management expert, Peter Drucker, says "doing the right thing is more important than doing things right." Doing the right thing is effectiveness; doing things right is efficiency. Focus first on effectiveness (identifying what is the right thing to do), then concentrate on efficiency (doing it right).
8. **Eliminate the Urgent.** Urgent tasks have short-term consequences while important tasks are those with long-term, goal-related implications. Work towards reducing the urgent things you must do so you'll have time for your important priorities. Flagging or highlighting items on your To Do list or attaching a deadline to each item may help keep important items from becoming urgent emergencies.
9. **Neglect what can be Neglected.** Eliminate from your life trivial tasks or those tasks which do not have long-term consequences for you. Can you delegate or eliminate any of your To Do list? Work on those tasks which you alone can do.
10. **Avoid being a Perfectionist.** Some things need to be closer to perfect than others, but perfectionism, paying unnecessary attention to detail, can be a form of procrastination.
11. **Conquer Procrastination.** When you are avoiding something, break it into smaller tasks and do just one of the smaller tasks or set a timer and work on the big task for just 15 minutes. By doing a little at a time, eventually you'll reach a point where you'll want to finish.
12. **Say NO.** Such a small word — and so hard to say. Focusing on your goals may help. Blocking time for important, but often not scheduled, priorities such as family and friends can also help. But first you must be convinced that you and your priorities are important — that seems to be the hardest part in learning to say "no." Once convinced of their importance, saying "no" to the unimportant in life gets easier.
13. **Reward Yourself.** Even for small successes, celebrate achievement of goals. Promise yourself a reward for completing each task, or finishing the total job. Then keep your promise to yourself and indulge in your reward. Doing so will help you maintain the necessary balance in life between work and play.

### Quotes to Live By:

***“Every man is what he is because of the dominating thoughts which he permits to occupy his mind”*** Napoleon Hill

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