

Stop Dragging Work Home with You

You'll find that your worklife and your homelife will be more productive and enjoyable if you can confine work to the office.

Here are some tips that will help:



- ✓ **Gripe about work for no more than 10 minutes.** If you've had a bad day, keep it from invading your evening at home. Set a timer if you have to. Return the favor by listening to the other person's gripes.
- ✓ **Tie up loose ends.** To keep your mind off work, write down any nagging, office-related matters as soon as possible after arriving at home. *Example:* "Remember to call Jones tomorrow before noon, re: contract renewal." Then forget about it until the next day.
- ✓ **Take 20 minutes to clear your mind.** Create some ritual that marks the transition from work to home. *Examples:* Take a walk, meditate, shoot baskets or read a section of the newspaper.

Source: *Manager's Edge*, as adapted from *Secrets of Executive Success*, Mark Golin, Mark Bricklin and David Diamond

INSIDE THIS ISSUE

- ◆ *Stop Dragging Work Home with You*
- ◆ *Time Management Tips*
- ◆ *One Minute Ideas*
- ◆ *Developing Confidence*
- ◆ *Leadership Lessons from the Ant*

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Time Management Tips

Moving Paper

Paper...it comes in the mail, on the doorstep as news, in our "in" baskets. We buy magazines and books. We even find paper flying from our windshield wipers as we approach our cars in the parking lot.

One way to keep paper to a minimum is to do something with it the first time you handle it. If it's not important, throw it away right now. If it's something you need to give your attention to, put a note on it, and file it in one of your four organizing files: **Immediate, This Week, Next Week, or When I Have Time.**



This way you'll be sure to take action on it later. If it is to be read and passed on, move it as quickly as possible.

Make it a habit to be systematic when going through your mail. Set aside a specific time to prioritize your mail. Touch each item only once before Delegating, Dumping, or putting it in the appropriate To Do file.

Make a decision on each piece of paper you handle. Throw things out immediately if you don't feel you have a need for them. Good examples are junk mail, catalogues, and advertising circulars. Even important papers such as meeting announcements can be tossed after you transfer the information to your daily planner and/or file system.

Source: Time Strategies, Resource Associates Corporation. Adapted with permission.

When one door of happiness closes, another opens; but often we look so long at the closed door that we do not see the one which has been opened for us.

~ Helen Keller



ONE MINUTE IDEAS

Be On The Lookout For Coaching Moments

Coaching isn't appropriate for every situation. Sometimes, staffers want to work on their own, uninterrupted by the boss.

To spot employees ready for coaching, pay attention to when things aren't going well or when they could use an extra hand on a tough project. That's when they'll be eager to work with you.

When To Meet

The best time to start a meeting is mid – to – late morning, when most staffers are at their best. Morning people are still energetic, and others are beginning to function effectively.

Also, the meeting is less likely to last longer than it should because lunch provides a natural stopping time.

It's all about quality of life and finding a happy balance between work and friends and family.
- Philip Greene

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Developing Confidence

Confidence is a critical ingredient to your growth and development. You develop self-confidence by creating success. Through your goals you can provide for frequent successes. Set short term goals in the beginning. Experience often the satisfaction of moving a “Short Term Goal” to the “Goal Accomplished” area of your daily planner or other tracking device. People who have well-defined goals in life develop confidence through achieving those goals. Thus, they are always better prepared to confront new situations, and achieve higher goals. As you achieve goals, and feel the satisfaction of achievement, your confidence in your abilities is enhanced as is your potential to achieve more and higher goals.

Lack of confidence also stems from our inability to visualize successfully doing whatever it is we want to do. Careful planning, specific action steps, and affirmations help you to clearly plan exactly how and why you can achieve your goals. It focuses your imagination on the positive rather than the negative.



Confidence is the key ingredient to any plan. It is part of the solution to every obstacle you have identified in your goal. Fortunately, confidence is a limitless resource; the more you use of it, the more there is to use. However, there is a price to be paid. To “use” confidence requires involvement: only through involvement (and consequent testing and confrontation) are boundaries pushed back and fears overcome. To take goal setting seriously guarantees that you will need to increase your confidence. To take goal setting seriously also guarantees that you will increase your confidence.

Reference source: Resource Associates Corporation, Supervisory Development Program. Copyright protected worldwide. Adapted by Sorrell Associates, LLC

Leadership Lessons from the Ant

(Proverbs 6:6-8)

Do you want to make a difference? Then pay attention to the metaphor of the ant. It's amazing that one of the smallest of God's creatures can become one of His greatest teachers. The lessons the ant teaches us can be summarized this way:



A – Attitude of Initiative: Ants don't need a commander to tell them to get started.

N – Nature of Integrity: Ants work faithfully and need no outside accountability to keep them doing right.

T – Thirst for Industry: Ants work hard and will replace their anthill when it gets ruined.

S – Source of Insight: Ants store provisions in the summer.

If we consider and learn from the ways of the ant, we can grow wise.

Individually, we are one drop. Together, we are an ocean.
~ Ryunosuke Satoro