

## 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, Rodale Press.

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## Have You Ever Thought About Hiring A Professional Coach?

By now you have heard of coaching for professionals. Coaching is no longer just for athletes and musicians.

But how do you know if and when you should hire a coach? Here is a quick quiz to find out if now's the time.

1. I find myself planning WEAKLY instead of WEEKLY.
2. I am efficient AND effective.
3. I sometimes feel like I'm busy working "in" instead of "on" growing my business or practice.
4. I know my goals pass the S.M.A.R.T. test. (Specific, Measurable, Attainable, Realistic and Time bound)
5. I would rather reach a goal vs. solve a problem.
6. I typically inspect what I expect from myself and from others.
7. There are 3 or more things in the last 12 months I have stopped doing due to time constraints.
8. I know I delegate effectively.
9. I share my dreams at least once a year with a valued, trusted friend or significant other.
10. I know what ONE thing in my life I am most passionate about.



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# ONE MINUTE IDEAS

## Dragging Links

Did you know that you can click and drag links on a web page to other browsers, and even your desktop? In many Windows browsers, you can click on a link, and while keeping the mouse button down, drag that link to another browser window to view the linked page in that browser. You can also create a desktop shortcut for that link by dragging to the desktop.

## Improving Skills

When advising employees to improve their skills, give them specific tasks.

**Example:** Rather than saying "Treat customers more warmly," say "Smile more, make eye contact and answer their questions directly."

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Call or e-mail for your complimentary consultation.  
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**KEY:** Give yourself 2 points if you answered TRUE to questions 2, 4, 5, 6, 8, and 10. Deduct one point if you answered TRUE to questions 1, 3 and 7.

If you scored 10 or higher you are in a good place in your life right now. Monitor your thoughts and feelings and if or when you feel them changing, then would be the time to take action.

If you scored between 6 and 9, *now might* be a good time to seek a professional coach to help you achieve greater balance and increase your satisfaction from life.

If you scored lower than 6, *now is* definitely the time to begin a relationship with a professional coach. This score indicate a need for assistance in identifying, developing, and implementing an action plan to enhance the behaviors, attitudes, and skills necessary for your personal and professional success.

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## Internet Research Tip

How often do you find yourself going through numerous web pages to determine if they might be relevant to your search? Some pages can be very long, making your search very time consuming.

*Well, I've got a tip for you to speed up your search.*

Open the web page you want to review. Press **Ctrl[F]** and your browser will display a **Find** dialog box. Enter your most prominent keyword and then click the **Find Next** button. The dialog box will search down the web page until it locates the keyword. You can then use **Ctrl[G]** or the **Find Next** button to move down the page and quickly assess the document's potential usefulness.



## Happy surfing!

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## E-Mail Overload!

Help your friends and colleagues cope with their email overload by **NOT** contributing to it! Unless they've expressed an interest, perhaps you can hold back on sending those jokes, greeting cards, and 'CC'ing [Courtesy Copying] them on every little thing. While we're on 'CC'ing; it's important for companies to develop a policy on what to 'CC' and to whom. If your company doesn't have a policy in place maybe it's time for you to suggest creating one and/or head up the project for your company.

