

The Deliberate Art of Success-Be LESS Busy!



Delighted to host a guest post by Dr. David Keane, speaker, author, coach and an expert on helping organizations and their people achieve extraordinary success. He is the creator of 'The Art of Deliberate Success – 10 behaviours of successful people' workshop and coaching program (www.10behaviours.com) which is now available in Canada via Just Coach It. (Stay tuned for more details on our new website)

Be Less Busy by Dr. David Keane

How often have you been asked the question, "Are

you busy?"It's an interesting question because behind it lurk some fundamental assumptions that influences how you might answer – irrespective of the truth. Perhaps the most significant assumption is that being busy is a good thing. But is this true?

One of the main reasons for the extraordinary results of successful people is their ability to focus on the few things that really matter and then concentrate their attention until they achieve the outcomes they want. In contrast, less successful people tend to take on too much and have a more "scattergun" approach to their lives.

If you want to become less busy, and more successful, it pays to look at all aspects of your professional and personal life. Here are 10 questions to ask yourself.

1. Do you know what's truly important to you? Because we cannot do and be everything, we need to make choices about what we value, what our priorities are, and what we can ignore.
2. If there is excessive clutter in your life, what can be done to eliminate it?
3. In what ways do the things you say to yourself keep you busy on the wrong things? By becoming aware of your self-talk, you can take action to change the soundtrack.

How do you interact with information? Are you

4.
an information junkie? Are you addicted to social media, phones, or email? If so, you are likely to be spending your time on activities that make you “busy” but are you being successful?
5. What are your beliefs about being busy? Do you see it as a badge of honour? Perhaps by reviewing your beliefs, you’ll begin to notice that it’s your beliefs that drive your behaviour and therefore the results you get in your life.
6. When you are less busy, you’ll have more energy for doing things that matter the most. On a scale of 1 to 10, where are you right now in terms of physical, mental, emotional and spiritual energy?
7. Are you a person who takes responsibility for the circumstance of your life? If so, you’ll find it much easier to make good choices and live a life that is less hectic both professionally and personally.
8. When it comes to doing things, are you able to maintain concentration, or are you easily distracted? People who achieve more success are better able to zone into what needs to be done.
9. How are you with managing your time? We all have the same amount of time every week – 168 hours. We don’t manage our time, but the use

of our time.

10. Successful people constantly measure how they are doing. If you are a busy person, can you review your life and perhaps make some different choices?

Busyness isn't essential. Yes, there is a lot to do, but believing you're always busy because there is so much to do is both false and unhelpful. When you look at the notion of being busy with fresh eyes, you might see that busyness is not so much a badge of honour but a misalignment between what's important to you and where you direct your effort. The author Robert Louis Stevenson was onto something: "Extreme busyness, whether at school or college, or market, is a symptom of deficient vitality."

The great news is that being busy is a choice. It's a choice that's open to you every moment of every day. Choose carefully.

The Art of Deliberate Success Book, Workshop and Coaching Program provides invaluable tools for managers in the 25-40 year old age group who want to excel while cultivating a mind-set that also drives effectiveness and fulfillment. I think that the book, course and coaching program also speak to teaching intra-preneurialism and will be embraced by organizations who understand the value and importance of investing in their most important asset, their people! Thank you, Dr.

David Keane for a great book, workshop and coaching program that we are delighted to host in Canada! Contact irene@justcoachit.com or drew@justcoachit.com for information about the Deliberate Art of Success workshop and coaching program in Canada!

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Surviving Friendly Fire

Surviving Friendly Fire | How to Escape Death by a Thousand Paper Cuts

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My assistant recently coined I had not heard before, “death by a thousand paper cuts”. The more I thought about these words, the more I recognized that we are each cut thousands of times by words, thoughts, experiences that hurt, injure or wound us in ways that may not seem important. Paper cuts are important because our way of dealing with them impacts our purpose, potential and impedes

that results we could be achieving.

It is utterly sad that most people never touch upon their personal greatness; most people do not stop to understand what makes them different, unique and special. We each have something to contribute, something of value to share with others, but paper cuts deride our best selves in ways that we cannot even begin to imagine. When friendly fire, when paper cuts impact our thoughts and emotions we lose track of what we can control, what we can influence. The greatest locus of control you have is over your 3Q's: Q1:

What/how you think Q2: How you feel/communicate Q3: Your values, personal boundaries and the spiritual quotient that keeps you strong and focused when things are tough.

Learning to hone and grow your Q skills is doable, critical and can change your life, your work, your career in ways you cannot begin to imagine.

Unfortunately, when we are the recipient of friendly fire; the pain, anger or frustration we feel can turn around and bite us in the back.

Do you deal with paper cuts in one of the following three ways?

1. You deny them.
2. You dwell on them, and become a victim.
3. You allow paper cuts to silently impact or erode your sense of self-worth.

Perhaps you deal with paper cuts by taking out your, hurt and frustration on another person, a situation, or by tossing out angry words or throwing the nearest object across the room.

Being successful, feeling fulfilled and happy lies at the other side of a thousand paper cuts.

Denying the paper cuts, becoming a victim of the paper cuts, or allowing the paper cuts to erode your sense of self-worth will take you down a long and winding path that can and will undermine your purpose, potential and the results YOU can achieve. Turning your next paper cut into an experience that grows one of your Q skills can be empowering and transformative!

How can YOU escape death by paper cuts? How can you empower YOUR best self on days when you are not feeling that you can take on the world, days where blue skies look grey or grey skies look black? Here are seven simple solutions to try!

Simple, Practical 3Q Solutions for Paper Cuts

1. Recognize when you are impacted by a paper cut. Take a 3 minute window to just process and let go of the negative feelings the cut caused you. Wiggle your toes. Ridiculous as it may seem, it is difficult to stay angry while wiggling one's toes. If wiggling your toes does not work, find another way to distract your brain until the power of the paper cut is gone.

2. Refocus on the fact that hurt people hurt

people; if your paper cut came from someone who is emotionally injured it reflects their issues and not YOURS. If your paper cut came from someone who was trying to help but did not know how to communicate their message, refocus on the fact that they were trying to help and let your anger go.

3. Reflect upon what was said or done and ask yourself what is within your circle of control? What can you do, what can you say that could change the situation. If nothing can change the situation because of the mindset of the other party, find a way to get rid of your anger and frustration and move on.

4. Do NOT judge. Refrain from judging others, because in judging others you will also start judging yourself and get caught in an awful cycle of negativity. Stand up for your values, stand up for your boundaries but do so from a place of self-worth, not judgment.

5. Develop a new strategy to communicate with the bearer of friendly fire in ways that do not invalidate him/her and allow him/her to understand what it is about what they have communicated, the words they have used that does not sit well with you. Trust is built on communication. Communication takes practice and the most important arena to practice occurs when there is friendly fire, mis-communications etc. Read: Turn conflict and communication challenges around.

6. If you are receiving friendly fire from a friend, family member, boss or co-worker; remember that while you can drop a friend you may not be able to switch jobs and cannot switch families. Determine how you can minimize contact so that you are not standing in the middle of the firing range, waiting for the next shot. Remember that YOU cannot change, you cannot cure toxic people, but you can get out of their way as much as possible while recognizing that the bullets coming your way, the paper cuts inflicted reflect their own personal issues and problems and are not a reflection on YOU at all.

7. Begin again now. Do your best, address paper cuts when they happen or remove toxic bearers of friendly fire from your life.

More on 3Q Personal Development and Growth? YOU Betcha!

The Secret to Personal Development and Growth

Turning Negativity Around

Refocus-Repurpose-Repower

7 Ways to Engage and Enable Your Greatest Potential

The Power of YOUR Story

Re-Charge-Inspire YOURSELF in 5 Minutes or Less!

100 Stressbusters

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Healthy Workforce-Healthy Company

Guest Post: Healthy Workforce, Healthy

Company – How To Stop Your Employees Going Off Sick by Gemma Sutton



It is estimated that absenteeism and compensation due to workforce sickness costs the US economy around \$576 billion annually [1]. If your business is plagued by constant gaps in the employee roster due to ill health, it can be intensely frustrating. Productivity is slowed, and the strain begins to show on other employees as they take up the slack dropped by their sick colleagues. Many employers, understandably annoyed by the drain on human resources, may be tempted to take a hard line on employee sickness – removing benefits from the persistently ill, for example. However, this kind of thing can be deeply counterproductive in the long term. In fact, if one wishes to successfully manage a healthy workforce, taking the opposite approach to sickness and employee welfare may be what is required. Of course, there is a delicate line to tread between overindulgence and keeping one's workforce happy and healthy – but a manager who is in touch with their employees should be able to use the skills of judgement and management taught by Irene Becker to navigate this line with ease.

Benefits Of A Healthy Workforce

The benefits of a healthy workforce are fairly obvious. Plenty of companies offer their workers health insurance as part of their employment package [2], not only because it provides a

wonderful incentive for joining the company, but because successful CEOs are well aware of the fact that healthier workers are a lot more productive [3]. It is thus in every business's best interests to look after the health of its employees. Workers who lack access to basic healthcare are likely to not only work poorly themselves, but may even affect the health and morale of those around them. An employee with an infectious cold, for example, would be advised to take a few days off and visit the doctor, thus healing themselves quickly and not spreading the virus to their colleagues. An employee who lacks access to cold medicines, however, is aware that their cold will linger for a long time and may decide to 'power through' and come into work rather than lose a lot of work hours waiting for their cold to pass. These people, although they have the best intentions, will not only be far less productive themselves due to their condition, but are likely to reduce overall productivity by spreading the virus around the workforce, thus exacerbating the problem tenfold. A company which not only puts healthcare help in place but encourages employees to take days off when needed in order to recover is thus helping itself a lot in the long term.

Benefits Of A Happy Workforce

Of course, not all illnesses are viruses. One of the major issues facing American business today is that of stress and related mental health disorder. Workplace stress is higher than it has ever been, and to brush it off as a natural part of our socio-economic situation is a big mistake [4]. Stress, apart from being extremely unpleasant in its own right, causes all manner of other conditions. On one level, chronic stress has been shown to hinder the functioning of the immune system [5], meaning that stressed employees (through no fault of their own) are likely to need more sick days. On another level, stress leads to mental health conditions like depression, which can lead to an employee removing themselves for long periods from the workforce (as well as having an

absolutely horrible effect on their own lives, for which a sensitive employer should have a degree of empathy!) Depression is currently having a profoundly serious effect upon the Western workforce, and economists are concerned about wider economic impacts [6] if depression and stress levels continue to rise. The malaise associated with depression means that an affected person may take sick days because they simply cannot face their work. The temptation for employers is to tell them to get themselves together and come in unless they're physically unable to – but to do so is to fail to appreciate that a mental health condition is just as debilitating as a physical health condition. If your workers are taking a lot of seemingly unexplained sick days, it may be time to look at how you can make conditions better, happier, and less stressful for them rather than taking the hard line. A happy workforce is a much healthier and more productive one.

Read more: Win the Race with 5 Wolves/Challenges Facing the Best and Brightest Among Us-Build YOUR Edge!

Malingers

Of course, however congenial and healthy you make your working environment, there will always be chancers who try to take advantage of a sickness policy. It is often hard to distinguish such people from those who are genuinely in need of time off. However, turning a blind eye to such things can be just as damaging as forcing someone to come in when they are ill. There is no clear solution to this problem – but a manager who involves themselves with their workforce, and takes the time to get to know their employees should be able to intuitively understand when someone is taking advantage, and when someone is genuinely suffering. If you are in doubt about how to get to know and manage your workforce more effectively, Irene Becker can help!

[1] Bruce Japsen, "U.S. Workforce Illness Costs \$576B Annually From Sick Days To Workers Compensation", Forbes, Sept 2012

[2] Quotezone.co.uk, "Health Insurance"

[3] Centers For Disease Control And Prevention, "Increase Productivity: Workplace health programs can increase productivity", Oct 2013

[4] American Psychological Association, "Stress in the workplace"

[5] American Psychological Association, "Stress Weakens The Immune System", Feb 2006

[6] Daniel Schafer, "Banks fear effects of stress on workforce", Financial Times, Apr 2014

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Author Bio: Gemma (Sutton) is a freelance writer and mother. She began working life in the financial sector but parenthood meant a change of pace and writing means she can work around family commitments. She is passionate about business writing that has equal benefit for the reader and the company.

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