

# THE BEACON for Business Success

For People Who Want to Boost Their Business Skills And Embrace Success



SEPTEMBER 2008: Need a Jumpstart?

## Here we are heading into September already!

If you're anything like me, you probably find yourself asking, "what happened to summer"? Well, like all good things, it is coming to an end soon **but that only opens the door to a new beginning.**

Anyone who knows me, knows that **I love new beginnings.** In fact, I'm always looking for a new beginning whether its a new year, new month, new week, day and sometimes, on crazy, mixed up days, a new beginning can even happen in the next hour.

September has always been a favourite month of mine because I tend to get organized once again. After summer fun filled days that came with less than an organized schedule, creating an agenda and structure is somehow comforting to me. Do you ever feel that way?

**We need to stop procrastinating in order to get organized.** How do you do that?

### Jump Start Procrastination

**Stop making excuses for your well developed procrastination tendencies.** It's easy to proclaim that "I don't have enough time to get that finished today".

Why not use the time you do have to organize yourself and begin tackling tomorrow's jobs.

Say you have 20 minutes left in your day before heading home. You may not have time to write that report that's due tomorrow afternoon but you can **start taking care of smaller details** that will ensure you begin working on it first thing in the morning.

Try organizing your desk, locating information that you require for the report, gather some last minute research details, call on your team mates to ask any pertinent questions.

Procrastination doesn't have to get the better of you. Start using this technique and soon you'll find ways to keep jumpstarting yourself into a more productive and efficient work life.

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## Do You Practice Email Efficiency?

**How many of the following statements are true for you?**

- I currently have 100 or more messages in my inbox
- Some messages are more than 4 weeks old
- I often have difficulty locating messages that I need to look at again
- When talking on the phone, I am often distracted by checking my email
- After being away for a few days, I absolutely dread opening my inbox
- I am receiving newsletters and other information that I no longer need
- My out-bound messages sometime bounce back marked "undeliverable"

**If you can relate to these statements then your email habits are probably draining not only your energy but also your productivity.** You need to design a more efficient system to manage your email correspondence.

**Here's a quick tip:**

**Save time by talking face to face,** not emailing. Consider this: **Most conversations take less than 10 minutes.** You can make sure that what you're saying is understood and receive immediate feedback. Writing an email can take twice as long, since you're carefully choosing your words. And remember, your written messages can sometimes be misinterpreted.

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**The Dog Days of August 2008** are coming to an end now. Those hot and humid days that seem to stifle activity and make the average commuter long for the beach or an air-conditioner.

I thought I would leave you with some '**new beginnings**' that have taken place over the years during the month of August.

- In 1875, the first roller skating rink opened in the UK
- Columbus set sail on his first voyage in 1492
- The Model T Ford went on sale in 1908
- The first communications satellite, Echo 1, was launched in 1960
- Daily flights between London and Paris, starting the first international air service in 1919

So many new beginnings... **what will you do to bring a new beginning into your life?**

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## I Have Learned

I have learned to use a pencil to write in my daily planner.

## Quote

"Efficiency is doing things right; effectiveness is doing the right things."

- Peter F. Drucker

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Contact Lois for a **FREE 30 minute discovery session** either by phone or in person.

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Lois Galloway is a member of International Coaching Federation, Coaches Canada and International Association of Coaches; trained by Coach University, Facilitation First and Relationship Coaching Institute, all well respected training facilities.



Lois provides her clients with a nurturing, non-judgmental space to engage in stimulating conversations and explore exciting possibilities that get positive results. Her 30 years experience as a successful entrepreneur helps guide individuals on their journey toward personal and business related goals.

### Personal Coaching:

- Women in their turbulent (sometimes troublesome) 40's and 50's
- Middle-age men wanting to reshape and transform their lives

### Business Coaching:

- Business owners who can't find enough hours in the day to get things done
- Leaders who are paralyzed by fear of failure
- Team players who are frustrated with dysfunction and conflicts

### Facilitation:

- Focus Groups looking for clarity and solutions
- Business teams, meetings
- Workshops and teleclasses
- Lois is a Certified PRINT Survey Assessment provider/coach.

Lois' fees are available upon request. For fee structure and additional information, please send an email to: [lois@discoveryyourselfcoaching.com](mailto:lois@discoveryyourselfcoaching.com)

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