



Training & Development, Inc.

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The Coach Equation

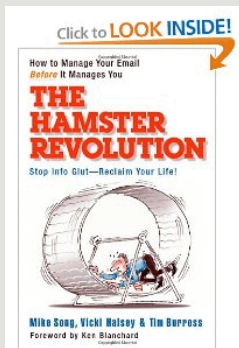
Solutions for the performance puzzle

April 2011

Volume 5 Issue 4

This article has 670 words and should take 2.68 minutes or less to read. A small price for knowledge!

Featured Book:



The Hamster Revolution: How to Manage Your Email Before It Manages You, Mike Song, Vicki Halsey, Tim Burress, Authors

Upcoming Classes

Registered Corporate Coach Training:

May 18-19
Los Angeles, CA

June 1-2
Cleveland, OH

June 15-16
Boston, MA

Spring Fever - It's Urgent and Important!

It hits me every year at this time - Spring Fever! When I look at my workday and my long "To Do" list versus looking out my window where trees are budding and green shoots are pushing up from warming soil, it's difficult to concentrate on the tasks at hand.

With thoughts of Spring and the call of sunshine and the outdoors, the only way to actually get things done is to reduce the urgent to work on the important.

My urgent tasks include things like email that needs a response RIGHT NOW; a report that needs to be written for a client meeting the next day; providing some last minute updates to my accountant. And the one that always takes more time than I anticipated - a sudden request that seems like it'll only take two minutes but often ends up taking an hour.

Focusing on the urgent allows me to ignore the important. My excuse of Spring Fever aside, the urgent provides the means to avoid the dreaded "Project" list. These are my long-term goals that sustain my growth professionally and personally. Projects that include the boring and tedious as well as the creative and inspiring. On the business side, it includes checking progress against my yearly plan; quarterly and monthly deliverables. On the personal side, it is my commitment to family including home projects and health and wellness goals.

You can see how Spring Fever can be a problem if not a welcome diversion. Taking time to be outdoors, listening to birds sing and watching children zoom up and down the street on bicycles are a welcome changes from the email "ding!" Getting outside in the fresh air relieves my anxiety and energizes my thinking. I find these small acts of Spring renewal actually allow me to focus on the important undone and unfinished projects.

Too much of my day can fall into hamster running and constant urgency. At times it feels impossible to focus on what's important versus what's urgent. Still, I found some techniques that allow me to manage my Spring Fever and enjoy Spring Renewal. Here are a few simple techniques that you may find helpful as well.

Have a plan. Every morning review your schedule, make a list - write stuff down. Then cross off items as you complete them. Plan wisely. Do the things you need to do and want to do with focused energy. Expect the best from yourself and from the day!

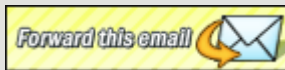
Prioritize. Choose three important tasks to complete each day. Write them down and keep them visible on your desk. When you have a moment, instead of checking your email, look at the list and work on an

DiSC Train the Trainer:

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item. Keep the list to just three, and see how many you can complete.

Minimize Email. That's right - minimize the email window and turn off new email notifications. Do whatever you have to do to muffle the interruption of email. When you decide to work on one of your important tasks, give yourself an hour, at least, of uninterrupted time to complete it. If the web is too much of a temptation, disconnect from the Internet for that hour.

Give yourself a break! Managing the urgent and the important are part of the day. Spring is traditionally a time for renewal. When the fever hits, go outside, walk around, notice the newness around you. You will feel more energized and refreshed. When you get back to your desk, you can tackle the important while managing the urgent. Work can be rewarding and delightful, but don't let it be an addiction.

Like most people, I want to get more done, and as a coach I love helping my clients achieve more, earn more, and live better. So when Spring Fever hits, I know that it's time to pay attention to the important as well as the urgent. Taking time to go outside, to enjoy a walk in the sunshine and finding a quiet place to listen to the sounds of spring is important!

Sherry Greenleaf, RCC

Seeds of Success:

"Where you are headed is more important than how fast you are going. Rather than always focusing on what's urgent, learn to focus on what is really important."

-- Stephen Covey, Author

"Much of the stress that people feel doesn't come from having too much to do. It comes from not finishing what they've started."

--David Allen, Author

"The fruits of a fulfilling life-happiness, confidence, enthusiasm, purpose, and money-are mainly by-products of doing something we enjoy, with excellence, rather than things we can seek directly."

--Dan Miller, Inspirational speaker and author

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