



OFF THE TOP OF MY HEAD!

ExecuCoach360 Newsletter

“Finding Your Direction is Only the Beginning”

“Riding the Wave of Destruction”

The art of balancing it all!

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I was having one of those days. Emails were coming in one after another and the phone kept ringing with various requests. People were coming in and out of my office asking questions, interrupting and piling projects on my desk. As soon as I finally focused myself to attend to a specific request, the cycle would begin all over again. The emails, phone calls and constant interruptions just kept coming. At one point I remember pausing to make sure I was breathing! In the midst of all of the chaos I suddenly experienced a strong vision so vivid that it motivated me to write about it and use it as the topic of this month’s newsletter.

In my vision, I clearly see a surfer wearing a bright yellow swim suit. He has dark hair and deep dark eyes and he is surfing on the tip of a massive, fierce and aggressive wave. The surfer’s expression is strong and assertive. He is determined to “out run” the monstrous wave that is behind him and his goal is to reach the shore without crashing onto the ocean floor. He is in control as he meticulously calculates every move. Just like the surfer, the last thing we want to do is end up on the “oceans’ floor.”

Listed below are a few tips to help you avoid the “force” of that crashing wave. I hope you find them useful.

1. Emails and The 3 Minute Rule – Open your emails as soon as you receive them. 87% of the time they can probably be addressed immediately, forwarded or deleted. Weed through them and address the ones that are critical right then and there. Apply the three minute rule which consists of processing those little emails that stack up in your box in three minutes or less. If you cannot process it in three minutes print it and deal with it at an appropriate time.

2. Be Disciplined – We all have 24 hours in a day, how and what we do with that time is totally up to us. Use that time wisely and be clear as you prioritize your commitments. If you find that you have more than five specific tasks for a given day, look at the ones that are more important and prioritize what you can actually accomplish during the day and stick to it!

3. Ring-Ring Telephone Calls – Calls coming in are a distraction! When you are in the middle of focusing on a task and the phone rings you feel the need to pick it up. It could be a customer, employee, or your boss. It is easy to say to yourself, “don’t answer it!” however putting that into practice is difficult. Keep in mind that as long as the caller can leave a voice message, you can call them back or listen to the message at a more convenient time.

4. Unexpected Interruptions – You have an “open door” policy. That’s great; however there will be times when you will not be able to welcome that individual because you are on a deadline. Here are a few ideas, (1) Explain to the individual that you are working against a deadline and schedule a time to meet with them and then keep that commitment. (2) Another approach is to close your door and place a sign that says you are working on a deadline. The key is to distinguish the important interruptions from the true time wasters and handle each in an appropriate way.

Final tip! When surfing that wave, stay away from wearing a yellow bathing suit, it attracts sharks!

Thought Provoking Question:

“How short would your life have to be before you would start living differently today?”

Quote of the Month

“If you want to make good use of your time, you’ve got to know what’s most important and then give it all you’ve got.”

Lee Iacocca

Did you know?

That this newsletter has 706 words and should take 5 minutes or less to read?

A small price for knowledge!
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