

## 10 Ways to have Your Best Year Ever!

We often think of New Year's as the time to start fresh and make those famous resolutions. But anytime is the right time to take control of our lives, to choose how we will live. Real success in life is about balance, about choosing priorities, and then following a plan to focus on the things that are most important to us. The following suggestions can help.

1. Take time to decide what you really want this year. What would make it a great year, a fantastic year for you? Dream and scheme, and then dream bigger! And write it down, just for the fun of it.
2. Mark one day each month, just for you. Use ink, not pencil, and schedule an appointment with yourself for one full day each month. Have fun and renew yourself, just for the joy of it.
3. Take more vacation than you had planned. Look at the calendar and write in a couple extra weeks off! Do things you enjoy, but mostly relax.

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## Stop Employees from Protecting Their Turf

Employees who won't share work or information with co-workers can drag down your entire staff. Help territorial employees loosen their "turf" grip with these steps:

- ◆ Describe how their behavior affects the organization's goals. Example: "To help process orders within 24 hours-which is our top service priority this year-we periodically will need to see your order-summary reports, Eugene. When you don't share them, we can't monitor our progress."
- ◆ Explain the importance of shared responsibility. Today's organizations can't afford not to share information and institutional knowledge. Discuss with territorial employees the need to share information about their work so that someone else could complete simple tasks in their absence.
- ◆ Show how sharing information leads to job security. Territorial employees sometimes control critical functions within the organization to make themselves irreplaceable. Let them know that their thinking is dangerously outdated. Show them the traits you really value are versatility, adaptability and the ability to function in diverse environments.



Source: *Manager's Edge*, as adapted from *Resolving Territorial Conflict: Who Took My Parking Space?* [www.employer-employee.com](http://www.employer-employee.com).



# ONE MINUTE IDEAS

## Staff Coaching

You can find a coaching opportunity in the most ordinary task or interaction. Each is a chance to improve the performance and morale of your staff.

Superior coaching brings out the best in people, and even your top performers can benefit. Help your staff grow by providing a quality coaching program.



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Let us help you and your associates identify and develop your real potential — for increased personal, professional, and financial growth and success. Think of the benefits — greater productivity, increased effectiveness, improved employee morale . . . and so much more.

***Developing People to  
Achieve Their Full Potential  
. . . That's What We Do!***

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- Go camping, rent a cabin at the beach, and visit old friends.
4. Commit to a project you've dreamed of but haven't done. This is not a "should" or a "have to", this is one of those, "I've always wanted to but never did" projects. Learn to ski, write a book, visit Niagra Falls, start a business, or run for mayor. This is your year!
  5. Buy four books you've always wanted to read, and schedule time for them. Put it in your appointment calendar as "continuing education" or "research", and enjoy!
  6. Start a special savings account to prepare for something huge!
  7. Renew relationships with family and friends. Every week, send a note or make a call, and re-connect with the people who have helped you along the way.
  8. Every day, tell someone you appreciate them, that you are grateful for their help. Practice the attitude of gratitude!
  9. Raise your sites and increase your goals. Whatever you hope to accomplish in the next year, double it, then commit to making it happen! Push yourself for greatness and settle for nothing less.
  10. Be kind to yourself and those around you. Be gentle, practice patience, expect the best and settle for nothing less.



Dr Philip E. Humbert originally submitted this piece. Reprinted with permission.

## *It's All About Attitude!*

The longer I live, the more I realize the impact of ATTITUDE on life.

ATTITUDE, to me, is more important than education, than money, than circumstance, than failures, than success, than what other people think or say or do. It is more important than appearance, giftedness, or skill. It will make or break a company... a church... a home.

The remarkable thing is we have a choice everyday regarding the ATTITUDE we embrace for that day.

We cannot change our past...we cannot change the fact that people act in a certain way. We cannot change the inevitable.

The only thing we can do is play the one string we have, and that is our ATTITUDE...I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you...we are in charge of our ATTITUDE.

Source: Chuck Swindoll, author, *Attitude*. Visit us on the web [www.ladge.com](http://www.ladge.com)

