

[[Newsletter Name]]

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Staying Motivated In A Struggling Economy

Fear is a very powerful emotion. When we live in fear, even of the unknown, there is a tendency to isolate, exert control and be on the defensive. It drains our energy and creates exhaustion.

The majority of coaching conversations I am having these days are about this fear generated by a struggling economy. Worry over business progress, finding a job, salary, and increased job performance over people's mistakes and focus for the future.

While no one has the keys to move what will happen, you take to minimize choices. Follow refocus and regain time:

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Time Management Tips

Moving Paper

...it comes in the mail, on the step as news, in our "in" baskets. ...magazines and books. We ...from our

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to, put a note on it, and organizing files: **Immediate, This Week, Next Week, or When I Have Time.** This way you'll be sure to take action on it later. If it is to be read and passed on, move it as quickly as possible.

Make it a habit to be systematic when going through your mail. Set aside a specific time to prioritize your mail. Touch each item only once before Delegating, Dumping, or putting it in the appropriate To Do file.

Make a decision on each piece of paper you handle. Throw things out immediately if you don't feel you have a need for them. Good examples are junk mail, catalogues, and advertising circulars. Even important papers such as meeting announcements can be tossed after you transfer the information to your daily planner and/or file system.

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