

# [[Newsletter Name]]

Issue 6 Volume 9

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[[COMPANY:25]] [[PHONE:35]]

## *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:

*Continued on page two – staying motivated*

## **INSIDE THIS ISSUE**

*Staying Motivated In A Struggling Economy*

*Time Management Tips*

*One Minute Ideas*



## *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

We've made it simple for you to approach our cars in the customize each issue for your company. Everything in "RED" One way you will need to change with something your information. Plus we give it to you in MSWord format... so it's something is easy to use.

We provide the content for your newsletters. You can make any changes by adding one of your articles, inserting a calendar of events, customizing your masthead, etc...

Within minutes you will have a newsletter for your company.

Think of the time and money you will save....and the increased marketing you will be able to provide

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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