

LEADERSHIP – COACHING AND MENTORING PACK

The New Year Edition

January 2019

(Established 2006)

Welcome to this month's edition.

We often spend January 1st walking through our lives, room by room, drawing up a list of work to be done; cracks to be patched. Maybe this year, to balance the list, we ought to walk through the rooms of our lives... not looking for flaws; but for potential." Ellen Goodman

Happy New Year! and I hope you had a terrific Christmas. Everything about this edition is aimed at supporting you to have the best year ever. I have included a personal post about making commitments instead of resolutions. I never seemed to be able to keep to resolutions so I have been making commitments for the last 30 years and you know what? It works for me. Let's commit to making 2019 our best year yet.

New Year – Get Clear! From one of my hero's, **"You are more likely to be successful in achieving goals and New Year Resolutions if ... you get clear on what you are trying to achieve and why; you make a plan on how you will achieve them and you win support (including challenges) from others to help you get there"** Farren Drury MBE- his piece is our first article.

From our Resilience coach Damian Piper 's piece **'Want peace of mind to enjoy the holiday season?'** I picked out his for his 4Ds •DO •DELEGATE •DEFER •DITCH.

Thanks Damian for sharing this with our Leadership Pack readers too.

Each month I trawl Ted.com for presentations which I think may inspire you. I hope the four I have chosen hit the mark this month. If you only have time to take in one I personally recommend: Looking to get ahead in your career? Start by being respectful to your co-workers, says leadership researcher Christine Porath

https://www.ted.com/talks/christine_porath_why_being_nice_to_your_coworkers_is_good_for_business

<p>This month's quotes have been taken from my wife's @JoyceRaw1 and @livelikearaw twitter feeds – thanks Joyce. I am also live on Twitter: @DoshLtd sharing leadership thoughts at 7am, 7 days a week. We welcome new followers!</p>

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Blog: www.leadershipintheraw.org

It's not about how good you are,

It's how Good You want to be

New Year – Get Clear!

You are more likely to be successful in achieving goals and New Year Resolutions if ... you get clear on what you are trying to achieve and why; you make a plan on how you will achieve them and you win support (including challenges) from others to help you get there.

These are the facts and they are 'indisputable'. {Name that film ...!}

This is true for individuals as well as for teams ...

What will **CLARITY** give you? How about ... focus, determination, security, confidence- to name just a few.



How high have you set your goals for 2019?

“The greatest danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it.” Michelangelo

Get Clear on the:



Ask the right questions – get the right answers!

What?

What's your Vision for this Year? Place yourself at the end of 2019, a year from now and... using 20:20 Vision ...

- What have you achieved?
- What have you overcome?
- What has made you proud?
- How are you feeling?
- Who are you at your best?
- How do others see you/experience you?
- Who have you helped/inspired?

Why?

Be clear on why this is important to you? Make your language POSITIVE ... Neuroscience tells us positive/'toward' language keeps us better focused on the new positive/good behaviour:

'I will achieve the following because it will ... enable me to/make me better at ... etc. ...'

- How will it make you a better person?
- How will it make you healthier?
- How will you be a better parent; husband/wife; lover; friend; colleague

AND ... what difference will these make in your life?

"We are what we repeatedly do. Excellence, therefore, is not an act, but a habit." Aristotle

How? THIS IS THE PLAN!

- Break down your Vision into bite-sized chunks ...
- Get 'emotionally connected' to each one ... what music, quotes, pictures inspire and energise you?
- How will you monitor, record and celebrate your progress?
- Why is this important? You could consider – short, medium and long term benefits?
- What will it give you ... now; in the future?
- What will it give those close to you at home; in your circle of friends; at work?
- How will you go about it?

When are you going to do this – if you want it to be a habit:

- When will you start?
- How do you make it more likely you will bring it regularly into your life?
- What will keep me focused?
- Who is going to support and challenge me? Who are my 'fitness/learning/social /development' buddies? You are more likely to follow through on your commitments if you commit to someone else – a buddy – and even more widely, you win their backing and you do things together ... so there is a mutual commitment.

“I won’t let them down and I know they won’t let me down.”

- What other resources do you need to make this possible – how will you get them?

Co-creating a Visual Success Map can enable all of the above for an Individual or for a team. So: get with a buddy, coach, mentor or other team members and start co-creating! This is creative, fun and productive – enriching all your lives!

Go to: www.gomakeityours.com and take a Free 14 day Trial. Get alongside a buddy, mentor, coach, family member or friend/colleague and talk through these questions; putting a simple plan together as you go. It could look something like:



My Visual Success Map for 2019 – Being the Best I can be!

Click here to see it in the Make it Yours Web App and interrogate the stepping stones to see more by clicking on them and their constituent parts: <https://lets.gomakeityours.com/vsm-shared?share=3a87624c-a12a-4633-b374-ca52b485fc82>

Make contact via our website if you would like some support ...

<https://www.gomakeityours.com/contact/>

Fail to Prepare – Prepare to Fail

WANT PIECE OF MIND TO ENJOY THE HOLIDAY SEASON?

By: Damian Piper - December 10 , 2018

We have just a few weeks left of 2018. How did you get on with your goals and aspirations for the year? If you’re like the vast majority of people the year won’t have gone entirely as you might have imagined back in January. Some things harder or easier and stuff that showed up that you weren’t expecting.

There’s an exercise that can be worth investing some time in so you head into the Christmas and or New Year celebrations with a refocused plan. Helping you to achieve the peace of mind required to give it your all with family and friends. I call the activity Decision Making – 4D Style. I developed this as part of a more comprehensive approach when working with people to get a better grasp of their unruly inboxes.

So what are the 4Ds?

- DO

- DELEGATE**

- DEFER**

- DITCH**

First, spend a little time bringing together all your outstanding commitments for 2018 and then separate into the 4D categories.

DO. The things you really are going to commit to achieving before the end of the year. Be objective here. Take into consideration what real capacity you have and also who else you might rely on. The final few weeks of the year typically see a dip in your capacity as you and others will be spending time partying, attending events and preparing for the actual holiday period. It's common, particularly in projects and programmes that there's an overestimate of what's possible.

DELEGATE. Acknowledging you are unlikely to have all your capacity, be creative about whom else you could get involved. Done well this is a terrific way to create 'extra' hours. It may also give others the opportunity to learn something new. A word of caution here. Be sensitive; the people you might be delegating to are also prepping for their holidays.

DEFER. The end of year boundary provides a useful opportunity to renegotiate deadlines and goals. I've already been in two meetings this week where participants were unconsciously doing this. Another word of caution this category can be a real haven if you're a procrastinator. So make sure you're deferring the things that you genuinely can't achieve. Talking this particular list through with a third-party can be a useful way to hold yourself to account.

DITCH. This is perhaps the easiest thing to understand and for many the hardest to do. Assessing the stuff that was once relevant to see if you still need to do them. Over time things have moved on, and therefore you no longer need to invest your time and energy to achieve them. Often we have an emotional tie to something. Be ruthless. It will help you start 2019 with real purpose.

Conduct this exercise over the next week to ensure you have an objective and focused plan to finish 2018 on a high.

Good luck.

Damian

Damian Piper

Performance coach and consultant

Are you a tech leader? You could benefit from the Thriving Tech Leaders LinkedIn Group

<https://www.linkedin.com/groups/12126158>

Like on Facebook www.facebook.com/effectivechallenge/

Follow on Twitter <https://twitter.com/effectivechall>

Follow on Instagram <https://www.instagram.com/effectivechallenge/>

Keep up with latest thoughts at www.effectivechallenge.com/blog

Ideas for getting more exercise next year:

- Move the biscuits farther away
- Buy a heavier kettle

@VeryBritishProblems (from twitter)

MAKE 2019 THE BEST YEAR YET

It's been 47 years since I entered into the world of work. Initially I delivered carpets and beds in my home town of Stockton-On-Tees followed by two careers; one of which I am still striving to achieve and develop myself in. I want to be better than I was the previous year, to be more and do more for the people I support and my family.

So at the start of each year instead of making resolutions (who keeps those?), I make commitments, the very word means that you are going to commit to a course of action (there is no going back!)

In the days leading up to the New Year I have put down on 'paper' what I am going to do and I thought it might be something that might help you too to have your best year too.

'The most difficult thing is the decision to act; the rest is merely tenacity' Amelia Earhart

In 2019 believe in yourself:

1. If you make mistakes (no one is perfect) accept that you will make mistakes, learn from them and keep going. **"Failures are finger posts on the road to achievement" C S Lewis**
2. Don't second guess yourself. You can only make the best judgement at the time with the facts in front of you but do make a decision (nobody likes a ditherer)
3. It is easier to ask forgiveness than it is to ask for permission. Back yourself to do the right thing and do it now. (Nobody likes a procrastinator).
4. No matter how busy or how much pressure you are under during your day, do one thing which you enjoy.
5. Book yourself a coaching or mentoring session with your coach or mentor. Talk through your dreams and aspirations (try and fix up one of these meetings at least bi-monthly)
6. Record your successes and read them through before you start your new week.
7. When you are facing a crisis, and you are coming under pressure, tell yourself two things: One. Have faced this before? How did I deal with it then? And Two. In 6 months' time will this situation be such a big deal? Probably not.
8. Reward yourself. Something I picked up from running – if I had a good race I rewarded myself. It could have been a new pair of running socks or an energy bar, it doesn't have to be much, but it can make you feel a whole lot better. Give yourself a pat on the back.
9. Laugh whenever you can – it is cheap medicine

10. Regularly (daily is best) go for a walk. Take a break- you only need to find 30 minutes in your day. It will refresh you and it will give you the time to think.

My 5 commitments for 2019:

1. **Physical exercise:** Train twice a day: Make time to go for a run - 5 x sessions a week. Each morning do core strength training (sit-ups and press ups etc.). A programme that is: 'viable and sustainable' that focuses on quality not quantity.
2. **Objectives. Set myself 5 objectives** (personal and work) to achieve before 11am ('5 before 11'). That's at least 35 achievements each week!
3. **Continued Professional Development (CPD) this year I am going to:**
 - Watch five x leadership and or inspirational presentations from Ted.com or YouTube per month
 - Listen to at least one management CD per car journey
 - Read at least 2 articles/essays from one of my management magazines per month
 - Take in at least one Webinar on a bi-monthly basis
 - (for the company I work for) Arrange a training session/workshop for the Dosh Team a quarter which I will take in
 - Publish a monthly leadership pack and a quarterly Dosh Newsletter
 - Deliver a leadership workshop or presentation in 2019 which will require me to research and prepare for.
 - Deliver at least four Money Awareness Workshops for Managers and deliver similar workshops for people with a learning disability and their families
 - Deliver on a Project Management Methodology for my parent organisation www.thera.co.uk
 - Meet with my Mentees at least six times in 2018
4. **Health and Well Being. This year I am going to:**
 - Improve my sleep patterns - working towards getting at least seven hours sleep every night. (So no cups of tea for me after 7pm)
 - Drink at least one bottle of water every day
 - Stand up more instead of sitting down – especially when using my laptop
 - Practice balancing on one leg at a time at least once a day (I got that one from Joyce)
 - Practice Mindfulness at least once a day (I have learned this from Bettina)

- Cut down on sugar (at least 25% this year) – cut down on chocolate will help me with this one
 - Loose 10lbs in weight (according to my running magazines this will knock 1.5 minutes of my 5KM time!)
5. **Eliminate Waste.** Look at every part of my professional and personal life and eliminate waste – what am I wasting time on? What am I duplicating? What savings (financially) can I make that will not affect my performance and the difference I want to make in other people’s lives?

And not to forget to live my life well <https://leadershipintheraw.org/2016/09/26/living-your-life-well/>

Courtesy of Dosh Ltd www.dosh.org this was my ‘Big 5’ in 2018 – I am going to stick with them again:

Smarter Efficient Up-to-date Streamlined Responsive

And I am going to add an additional Big 5 for 2019:

Innovative Dependable & Reliable Passionate Committed Energetic

“Don’t judge each day by the harvest you reap, but by the seeds you plant” Robert L Stevenson

In 2019 I will repeatedly take a step back and I will think about what I have in my life and be grateful for everything that comes my way. Wake up in gratitude every morning
<https://leadershipintheraw.org/2015/09/09/being-bettinas-dad-taking-the-time-to-be-grateful-and-showing-gratitude/>

“Expect the best, plan for the worst & prepare to be surprised” Denis Waitley

If it happens to be a failure I will see it as my first and second step towards my next success. I will understand that failure is not permanent and neither is success, so I will prepare for both this year
<https://leadershipintheraw.org/2014/08/11/fail-and-fail-big/> On 31 December 2019 I am going to read this again to see how I got on before I make a new set of commitments for 2020. Why? Because I want 2020 to be my best year yet!

Source: Steve Raw www.leadershipintheraw.org

“If you woke up this morning in a nice warm bed, if all your loved ones are safe and happy and you have food/water - why wouldn't you be grateful?” Joyce Raw

Sharing Makes You Bigger Than You Are

By: Jim Rohn December 20, 2018 | Personal Development

A strong relationship is a reciprocal relationship. That's why you need to develop the ability to share. When you pass something along to someone else, whether it's an idea, a feeling or a resource, everybody wins. If you pick up a good idea today, pass it along. Say, "Hey, I found a book that really helped me." Maybe the book got you thinking. Maybe it changed your health. Maybe it inspired you. Whatever benefit you received can be passed along. And in the process of passing it along, you will benefit again and again. If you share what you've learned with 10 different people, they get to hear it once, and you get to hear it 10 times. It's probably going to do more for you than for them until they start the sharing process, too.

For me, giving seminars, writing books and recording programs are all joys in life. They are the best investment I can make of my words, spirit, heart, soul, time and energy. I enjoy nothing more than to hear somebody say, "You got me started. You turned my lights on, turned my mind around, got me thinking, got me pondering... and I've been on track ever since." You will hear that kind of praise (and more!) when you share. Share with your children. Share with your colleagues. Share with everybody that comes within your grasp.

Sharing makes you bigger than you are. If you have a full glass of water, can the glass hold any more water? The answer is yes, but only if I pour out what's already in it. That's what I'm asking you to do. If you're full of ideas, if you're full of good things, I'm asking you to pour them out. As you do, I promise you, more will be poured in.

When you believe in people, you can make them rise above what they believe of themselves or what they believe about their capabilities. @TheGoldenMirror

SIX SIMPLE TIPS TO BECOME A MINDFUL MANAGER

1. Be Here Now

Focus on your breath. Give your full attention to the task. Avoid multi-tasking and losing focus

2. Take regular mindful coffee breaks

With deep breaths notice your surroundings. Then notice how you feel. Let your thoughts come and go without judgement. Be aware of the cup in your hand, its warmth, the aroma and taste.

3. Use mindful post-its

Write on each a daily affirmation or reminder e.g. Today I will consciously pause and consider before I respond. Place around your desk.

4. Have a pre-meeting mindful stretch

Stand straight, feet hip-distance apart. Lift your hands, palms facing forward and open your chest. With deep breaths be aware of your open-body posture and the sensation of fully stretching.

5. Be a mindful listener

Really listen to what is being said. Give your full attention to the moment and listen for the 'song beneath the words'.

6. Keep a gratitude journal

Simply write down three things daily that make you feel grateful. Gratitude precedes happiness and each time you make an entry remember to focus on the breath.

Source: Paul Mudd is author of Uncovering Mindfulness: In Search of a Life More Meaningful (available on Amazon)

Being Bettina's Dad – Bettina transforming my life with mindfulness

This is something I have previously written about how Bettina helps me to become a more mindful leader and manager <https://leadershipintheraw.org/2016/03/10/being-bettinas-dad-bettina-transforming-my-life-with-mindfulness/> Thanks Bettina.

“To live greatly, we must develop the capacity to face trouble with courage, disappointment with cheerfulness, and triumph with humility” Thomas S. Monson

My Top Picks from Ted.com

Each month I trawl Ted.com for presentations which I think may inspire you. I hope these 4 hit the mark:

https://www.ted.com/talks/carla_harris_how_to_find_the_person_who_can_help_you_get_ahead_at_work

The workplace is often presented as a meritocracy, where you can succeed by putting your head down and working hard. Wall Street veteran Carla Harris learned early in her career that this is a myth. The key to actually getting ahead? Get a sponsor: a person who will speak on your behalf in the top-level, closed-door meetings you're not invited to (yet). Learn how to identify and develop a productive sponsor relationship in this candid, powerful talk.

https://www.ted.com/talks/tina_seelig_the_little_risks_you_can_take_to_increase_yourLuck

Luck is rarely a lightning strike, isolated and dramatic -- it's much more like the wind, blowing constantly. Catching more of it is easy but not obvious. In this insightful talk, Stanford engineering school professor Tina Seelig shares three unexpected ways to increase your luck -- and your ability to see and seize opportunities

https://www.ted.com/talks/tim_ferriss_why_you_should_define_your_fears_instead_of_yourGoals

The hard choices -- what we most fear doing, asking, saying -- are very often exactly what we need to do. How can we overcome self-paralysis and take action? Tim Ferriss encourages us to fully envision and write down our fears in detail, in a simple but powerful exercise he calls "fear-setting." Learn more about how this practice can help you thrive in high-stress environments and separate what you can control from what you cannot.

https://www.ted.com/talks/christine_porath_why_being_nice_to_your_coworkers_is_good_for_business

Looking to get ahead in your career? Start by being respectful to your co-workers, says leadership researcher Christine Porath. In this science-backed talk, she shares surprising insights about the costs of rudeness and shows how little acts of respect can boost your professional success -- and your company's bottom line.

Self-pity takes away the strength needed to escape the predicaments you're in. Don't pity yourself. Empower yourself. - Jerry Corstens

Ten Ways to... TOUGHEN UP in 2019

1. Don't take it personally
2. Believe in yourself
3. Accept its ok to make mistakes...
4.but don't make too many
5. Keep your focus
6. Hold your nerve
7. Don't compare yourself to others
8. Let go of anger
9. Take a few risks
10. Learn to switch off

Source: Modern Management (magazine)

"Stilling the mind requires the patience of someone trying to empty the sea with a teacup." ~ Mahatma Gandhi

TEN TIPS TO HELP YOU THINK MORE POSITIVELY in 2019

1. **Become a more conscious thinker and observer.** Try to become more aware of your thinking and mental decision making process; what sorts of triggers or stressors do you react to; how can you become more responsive and less reactive
2. **Become more strengths – focused.** Strengths based leadership, as its name suggests, is where you focus more on strengths – yours and those of your colleagues – things people are good at, to get things done.
3. **Focus on solutions rather than problems.** Recognise this must not be at the expense of ignoring risks, dangers or threats. Recognise, too, if focusing on something nominally “negative” gets you closer to a goal or solution, then it’s not really negative after all.

4. **Develop your emotional intelligence.** It is possible to invest in online tools as well as workplace – based training in this area. Developing your listening, conversation and communication skills can also help you become reflective
5. **Use mindfulness or meditation exercises.** Again there are many techniques you can find online. But it is important to choose one that works for you.
6. **Take a moment each morning to positively ‘set’ your day.** This can help to make you feel more in control of events, your decisions and behaviours
7. **Take responsibility.** Instead of always looking for things or people to blame when things go wrong, focus on the choices you have, the positive ways you can respond.
8. **Set yourself clear goals.** This will make you less likely to feel you are constantly being buffeted by ‘events’. And don’t be afraid to reset them if they are becoming unattainable or unrealistic.
9. **Relax.** Get properly away from work to recharge your batteries, reflect and, if necessary, get back in touch with your more positive self.
10. **Smile more.** Make a point of actively trying to be more polite, cheerful and positive. After a time it will become second nature and may give you a more positive perspective on things going on, and people, around you.

Source: Nic Paton ‘The Power of Positivity’ in ILM’s Edge Magazine

"Live your life and forget your age." - Norman Vincent Peale

PASSION

People say you have to have a lot of passion for what you’re doing and it’s totally true. And the reason is because it’s so hard that if you don’t, any rational person would give up. It’s really hard. And you have to do it over a sustained period of time. So if you don’t love it, if you’re not having fun doing it, you don’t really love it, you’re going to give up. And that’s what happens to most people, actually. If you really look at the ones that ended up being ‘successful’ in the eyes of the society and the ones that didn’t oftentimes it’s the ones [who] were successful loved what they did, so they could persevere when it got really tough. And the ones that didn’t love it quit because they’re sane, right? Who would want to put up with this stuff if you don’t love it? Who would want to put up with this stuff if you don’t love it? So it’s a lot of hard work and it’s a lot of worrying constantly and if you don’t love it, you’re going to fail.

Steve Jobs – D5: All Things Digital Conference, 30 May 2007

Waiting for the right moment is often just a thought created by your hesitant state of mind. Dare to take the step to make. - Jerry Corstens

KICK-START YOUR LIFE IN 2019

The partying is over and it is time to get stuck into work. If you are feeling less than motivated on the threshold of 2019, business consultant Michael Breen has the following advice to help you kick-start yourself:

1. Start by knowing what you want to be motivated about. It's no good having a vague idea about 'just being more motivated to do more stuff and do that stuff better.' That won't do. Sit down and work through exactly where you are now and where you want to be. Make a checklist of all the benefits and positive consequences you want from being more motivated.
2. Make your vision of a more motivated you as rich and clear as possible. If it isn't clear, work harder at it. Don't go alone, work through your motivational journey with a partner, friend or colleague. Maybe even your boss.
3. Finish unfinished business. Incomplete tasks take up too much mental space; you need all the brain capacity you can muster for your new motivated self.
4. Make some choices: no more whining, self-pity, reasons why you can't do things, turning to booze or drugs. Be aware that goals can affect each other. Sorting out your fitness level could make you happier, more energetic, and more able to deal with your family commitments and take on a more exacting role at work.
5. Now really is a good time to make a commitment to change: but then it always is. It is easier said than done and you may need help. Just because you can move a piano from one side of the room to the other doesn't mean you can shift it to a new house. You need help. Go get it.
6. Once you have thought of the content of your new future make it realistic. If you've made a clear enough mental representation of where you are going, you will want to achieve success in the shortest possible time.
7. Find some allies, people who can support you and want you to succeed. They should be your personal cheerleaders (without the frilly skirts and pom-poms); people who will share your goal path and with whom you feel comfortable talking about your successes. They are not mentors but fellow travellers who are willing to give you moral and practical support.
8. Develop yourself as an 'obstacle dealer.' Tell yourself, I'm just the sort of person who deals with obstacles.' If an emergency crops up it doesn't make the goal impossible.... reconfiguring goals is called 'life.'
9. Start with what you're good at. When I work with people on motivation, we start from where they are, from what they already do well, with competence and confidence. Highly motivated performers in business have very clear ideas about what they are good at. They also know when to ask for help. This is not failure; it is very smart.

(Michael Breen – www.mbnlp.com)

Source: 'Professional Manager' member magazine for the CMI)

3 FOUNDATIONS OF A HEALTHY LIFESTYLE IN 2019

1. Eat Well

A balanced diet will not only boost your immune system and help to keep coughs and colds at bay, it can also improve levels of concentration and make you more mentally alert. The following foods are particularly beneficial for the brain, says dietician Nigel Denby

- Pears – boron, a mineral found in pears, may help electrical activity in the brain.
- Sesame seeds – rich in omega 6 fatty acids needed for nerve impulses and may improve memory function.
- Wholemeal bread and cereals – give slow released energy and B vitamins to nourish the nervous system.
- Celery – contains special nutrients called phi halides which calm the nervous system.
- Oily fish – full of omega 3 fatty acids, essential for nerve function
- Ripe bananas – high in potassium, inadequate potassium can lead to mental confusion
- Lean red meat – provides iron for haemoglobin production, Haemoglobin transports oxygen to the brain, vital if you want to work efficiently

2. Sleep Soundly

A good night's sleep is essential to maintain your health and sense of wellbeing, says Rodney Epstein of Relaxa. Most of us need between six and eight hours to perform at our peak, and if we don't get enough sleep, concentration and memory start to suffer.

- Develop a regular sleep routine
- Take regular exercise, but not within three hours of your bedtime
- Make your bedroom dark and neither too hot or too cold
- Take the TV out of your bedroom – make it a place for sleep only
- Keep a pen and paper beside your bed to write down anything troubling you
- Avoid caffeine – drink warm milk or herbal tea instead. Milk contains tryptophan, which induces sleep
- Make evening meals light and not too late
- Try a drop of lavender essential oil on your pillow, or take passiflora – readily available in tablet form. It is non habit-forming and aids sleep

- If you are lying awake, get up and have a drink or do something involving your head and your hands, like a jigsaw puzzle or the ironing

3. **Get Some Exercise**

Keeping fit doesn't have to mean running a marathon. Even if you're short of time, it's easy to incorporate exercise into your daily routine. Try:

- Taking the stairs instead of the lift
- Getting off the bus or train one stop earlier and walking the rest of the way
- Parking at the furthest side of the car park
- Walking over to speak to your colleagues rather than relying on e-mails and phone calls
- Going for a walk at lunchtime
- Buying a bike and cycling to work
- Ask your organisation to subsidise the membership of a local gym

"Life is like a mirror. Smile at it, and it smiles back at you." Peace Pilgrim

YOUR ROUTE TO THE TOP- HOW TO GET YOUR WAY IN 2019

Keep your enemies close. Let the other person speak first. You'll gain invaluable insights into their true concerns and they'll be more likely to listen when it's your turn.

Delve deep. Ask questions to find out what's driving them. Whether they want to be inspired or to be given irrefutable facts, you can adapt your approach once you know their motivations.

Engage them. Be clear about what's in it for them: 'This project will involve working closely with a number of different people. I believe this will appeal to your social side.' People make decisions for their own reasons, not yours.

Choose your words carefully. Use phrases like: 'let's....' or 'shall we try...?' If you're pushy, they'll be less likely to comply.

Flattery will get you everywhere. To get a colleague to adopt the next proposal, explain what was good about the last one and why: 'The PCP examples worked really well and I like the humorous tone.' If they feel favourably towards you, they'll be more open to persuasion. Just don't overdo it!

Guide them. People are most likely to agree to something if they feel they've come to the conclusion themselves. In *My Big Fat Greek Wedding*, the protagonist's mother uses gentle questioning to get her way. It's so effective that the daughter leaves to follow her dreams, and her father thinks it was his idea.

Make your case. State all the facts, and be clear about the pros and cons. Offer solutions that will resolve their concerns and open a debate to incorporate their views. Focus on areas where it's easier to adapt without damaging the integrity of what you're trying to achieve.

Be prepared to compromise. Is your way really the best way? Present your proposal as a first draft to work on together. A collaborative solution is more likely to lead to a positive outcome for everyone.

Source: 'The Mind Gym. Give me time'

"Those who do not believe in magic will never find it". Roald Dahl

Six Confidence Boosters to take into 2019

1. Greet others with a smile and look them directly in the eye to convey confidence born of self-respect.
2. Always show real appreciation for a bit of compliment. Don't downplay expressions of affection or honour from others.
3. Don't brag. A confident person is genuinely modest
4. Don't make your problems the centrepiece of your conversation. Talk positively about your life and the progress you're trying to make. Be aware of negative thinking and take notice of how often you complain.
5. Respond to difficult times by increasing your level of productive activity. Don't sit around and fall victim to paralysis by analysis.
6. Choose to see mistakes and rejections as opportunities to learn. Failure might result from something you've done – and you might fail again. But failure doesn't define you.

Source: Denis Waitley read in my 'Success' Magazine

"Feelings are just visitors. Let them come and go" Mooji

HAPPY NEW YEAR -8 WAYS TO MAKE YOUR RESOLUTIONS A REALITY

- **Write it down.** You've heard it before, but the truth is writing down your goals forces you to get clear about what you want. Use a pen and paper (you can transfer it to your computer later). That simple physical act helps cement the desire in your brain.
- **Find a replacement.** In The Compound Effect, Darren Hardy explains one way to break a bad habit is to replace it with a good one. What can you choose to add to your life that will fill the void by eliminating a bad habit? For example, replace TV time with family time, sweets with fresh fruit, talk radio with inspiring audios.
- **Tell someone.** Talking about your goal-even if it seems huge and impossible-allows others to encourage and help you by providing resources and information you may need.

- **Take baby steps every day.** Even small steps taken toward your goal consistently will move you in the right direction. Once you experience a few small wins, taking bigger steps becomes easier.
- **Take some BIG steps.** Don't take all year to do what you can accomplish in a day. Once you've written down your list of goals for the year, figure out which goals could be accomplished this month-or even today.
- **Decide and act.** Mental hurdles may keep you from making decisions and taking action. Get over it! Make a list of all the reasons you want to accomplish your stated goal. Refer to that list when indecision or inaction threatens to take control.
- **Team up.** Even if you don't share the same goal, having a "success buddy" can keep you accountable. Meet weekly (in person or by phone) to check in on and encourage each other.
- **Celebrate your successes.** Every time you reach a milestone, acknowledge your accomplishments in a positive way. For example, if you drop a dress size, buy a new outfit. If you pick up a new customer, have dinner with a mentor. Celebrating your success will keep you focused on the larger goal

Source: USA's 'Success' magazine

"Every man should be born again on the first day of January. Start with a fresh page. Take up one hole more in the buckle if necessary, or let down one, according to circumstances; but on the first of January let every man gird himself once more, with his face to the front, and take no interest in the things that were and are past" Henry Ward Beecher

And finally for 2019.....Think lucky

Psychological research suggests that leaders who embrace the concept have a better chance of inspiring those around them. Richard Wiseman a psychology professor has identified the following key characteristics of people who are more than usually 'lucky'

- They tend to have networks of friends and are good at spotting opportunities
- They back their hunches and have good intuition
- They expect to be lucky and create self-fulfilling prophecies
- They adopt a resilient attitude that helps transform bad luck into good

<p>"The right to do something does not mean that doing it is right." - William Safire</p>
