



time2manage - business management solutions & services

# The Three R's

## Re-evaluate, Rejuvenate, Re-Shape

### Special points of interest:

- Challenged by Change?
- Starting from scratch?
- Bouncing back from budget deficit?
- Broadening your thinking process?
- Re-evaluate
- Rejuvenate
- Re-establish

Confucius said: *Only the wisest and stupidest of men never change.*"

Today you can make change and keep it till you need to change again. Whether its personal or professional change, it is achievable. Now here's the "but". It requires planning and if you are overloaded and not sure where to start, then Rudyard Kipling can help. His six serving men: who, how, when, why, what and where. With these tools you can begin to prepare. Studies in recent years revealed that 60% of all projects that focus on change in business fail. Whilst this is an incredible statistical detail and dilemma 'Success is goals, and all else is commentary.'

#### What is change?

The Macquarie dictionary defines change as 'to make a difference, alter in condition, appearance.'

#### Who is affected by change?

All humans are affected by change. Brian Tracey in 'Laws of Business Success' says that 'change is inevitable'. Change is not only inevitable it is also unavoidable.

#### How do we change? Human

instincts are innate. It is when we acknowledge those senses and act accordingly is where we see change. There is an old saying 'for every action, there is a reaction.'

#### When should we change?

Change can be planned or a knee jerk reaction to our human condition. The thought processes are more complex. If a change is based on fear, the change is very apparent. Prepared change on the other hand demonstrates strength, credibility and foresight.

#### Why should we change?

Change can be one of survival, or that your very existence relies on embracing change.

#### What should change?

Make a plan, keep track of the trends, check how it fits with your strategy, then change. Through planning, one is reassured of resources and their availability. With new situations and a new focus will continue for some time.

#### Where should change take place?

Change can take place one department at a time and with the resurgence of energy and positive outcomes. The ripple effect can be effective. Organizational change requires a lot more energy and effort, and it takes time to be effective. As a small business owner, the only person who needs to change is me, and that requires commitment.

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#### Start up checklist:

Plan your personal change  
Plan your business change  
What do you want to change?  
Who do you want to change?

**Planning is powerful.** It allows individuals and leaders of a business the opportunity to design the change and its implementation. All well laid plans can come unstuck when there are negative reactions to the 'proposed' change. Focus on who, what needs to change, take action on those changes, and keep people steady, focused and positive following the transition you initiate.

Footer: IBM's 2008 Global Study as reported by SAS Global May 2009. Lloyd Conant, Founder of Nightingale Conant Corporation, Chicago; Tracy, Brian, "The 100 Absolute Unbreakable Laws of Business Success" Berrett-Koehler Publishers Inc. San Francisco 2000.

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**5 Dynamic Reasons** why you and Your Team would benefit from a time2manage Workshop. You'll learn to:

- \*Relax;
- \*Set Effective Goals/Objectives;
- \* Overcome business/personal challenges;
- \* Use Results Orientated Tools

and techniques;

\*Increase productivity in all facets of your Business & Private life.

The combined techniques will help increase productivity in your business or career, as well as teach you practical tools for day-

to-day living. Workshops are conducted in a relaxed environment allowing individuals, teams and couples to relax, revitalize and re-organize achieving significant changes in all facets of life.

**BOOK TODAY at**  
**admin@time2manage.com**

## Getting Ahead: How well do you know yourself?



We are part of a really big picture.

*"Change is hard because people overestimate the value of what they have—and underestimate the value of what they may gain by giving that up."*

*James Belasco and Ralph Stayer  
Flight of the Buffalo (1994)*

**Is this trait hindering you, disturbing your work flow, or you just can't say "No"?** Very few of us can do the later especially if it's the boss.

The inability to say "No" is a difficult but invaluable technique to learn and master. The inability to say "No" is different from being over confident. On the one hand you may possibly be able to take on more work because you are capable, on the other, the interruption can inhibit your work flow and ability to conclude some important task at the time the phone rings—you are interrupted. Basically, the inability to say "No" is usually one of two things:

- **the need to please;** and a **fear of failure.**

Do you have a good nature or *are you just taking on another stick to break your back.* Here's a strategy you can apply (and it works):

- . Listen to the project description;
- . Ask questions to clarify;
- . Get the information on deadlines, resources and more importantly "prioritise" - what's their priority may not be yours;
- . Be direct. Don't be vague.
- . Reach a clear decision that "no" means "no".

When you refuse to take on a project—and it may only be for the moment, not indefinitely, it allows a person to complete their priorities, rather than for you to drop your stuff and doing someone's tasks (often the ones they don't want).

**Suggestions:** *When you are unable to take on the work, try and suggest alternatives. You can always recommend someone else that could assist, or provide an alternative approach.*

*The best one of all is rescheduling of the timing of the project slightly to enable all the necessary people to be involved to be available to work together to complete the tasks. Always consider the balance of your decisions when you are part of a team and others are relying on your input. So use the word "delay" than "No" and see how others will be happy to consider the new schedule and roll out of tasks.*

**Passion:** Decisions are being made on a daily basis for small and incredibly life changing events. How do we make it happen? Want to be amazed about business outcomes? When you are passionate about what you are doing it gives you the energy to achieve your dream. Neale Donald Walsch, said that, *"Every decision you make – every decision – is not a decision about what to do. It's a decision about Who You Are. When you see this, when you understand it, everything changes. You begin to see life in a new way. All events, occurrences, and situations turn into opportunities to do what you came here to do."*

**What is passion?** The Macquarie Dictionary has several definitions, one of which is 'any kind of feeling or emotion, as hope, fear, joy, grief, anger, love, desire etc, a strong amorous feeling or desire.... It comes from the Latin 'pasi' which means to suffer or endure. Passion is intense, it pulls us, it drives us to new places, and sometimes, it even eludes us.

or our particular talent. All humans express this sensation in a variety of ways. It can be an invigorating, stilling and often overwhelming emotion to feel and share.

Passion gives one the energy to overcome personal hurdles and has the ability to neutralize those things that we need to block out to achieve a variety of different types of success. Sometimes it involves going through pain barriers to win a race or achieve something that without success passion and determination would not have had the same outcome.

**What are you passionate about?**

**What do you do to make a difference in the world with your passion?**

**What drives you to endure love, joy, grief to achieve your goals?** (Article extract taken from "Passion Gives you Energy to Achieve Your Dream" time2manage 1.7.2010 © J

## Change Your Mind —Change Your Life

**We all want it.** And for those of us who do have it—we have to work at keeping it. Fatigue is on the rise. Many people finish their days or week feeling exhausted. How much energy we wake up with in the morning is all we have for that day, and impacts on our performance and work flow for the day.

**Are you getting enough?** Sleep that is! Is your sleep actually ‘restful’ sleep?

**Are you managing your energy levels** and understand the slump at 3 p.m. for that chocolate fix.

**Are you watching your diet.** What you eat does affect your brain and its bio-chemistry and this impacts on your productivity.

Have you had a health check lately? One’s state of health does affect our daily activities and our ability to work.

**Are you exercising?** Its been proven that exercise increases our oxygen levels helping improve our brain activity, our ability to focus and feel and look healthy.

**What are you thinking right now?** What we think affects our mental energy. Positive thoughts, positive outcomes.

**Who are you exposed to?** Those around us can and do affect our emotions. When we are around enthusiastic and motivated people it does rub off and empowers us. Being around negative emotions and verbally destructive persons can suck the positive energy out of us.

Run on a full tank every day, just like you would fill up and maintain your car for a long journey.

**Rest, refresh, be happy and enjoy the moment.** You can “Learn it, Love it, & Live It” making these and other changes work.

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The time2manage Series of Workshops and Seminars (and supporting Implementation Package):

- ◇ Time2manage—change
- ◇ Time2manage—time
- ◇ Time2manage—productivity
- ◇ Time2manage—strategic planning
- ◇ Time2manage—Business & Private Life Plans
- ◇ Time2manage—Corporate Wellbeing

One of the **time2manage** “Business & Private Life Plans” Workshop features techniques that you and your team will find effective and productive. They include:

- *Change Your Mind and how to increase productivity.*
- *Efficiency techniques that work.*
- *Planning to do it all effectively through goal setting.*
- *Applying the “Mind/Body Balance’ techniques and see the results.*

You’ll be surprised at the increase in the business bottom line when you and your team have experienced the **time2manage Business and Private Life Plans** Workshop. You will learn how to manage your time, your business and personal projects efficiently and productively.

The **time2manage** programmes will be tailored to suit your individual business needs to ensure the best result.

**The Corporate Wellbeing Programme** also has an added flavor of rest, relaxation and reiki. The events are life changing teaching individuals to become calm in crisis and empowered from within. E:events@time2manage.com.

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**Make Change Today**  
**Creating Your Successful Business for Tomorrow**

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