

Have You Ever Thought About Hiring A Professional Coach?

By now you have heard of coaching for professionals. Coaching is no longer just for athletes and musicians.

But, how do you know if and when you should hire a coach? Here is a quick quiz to find out if now's the time.

1. I find myself planning WEAKLY instead of WEEKLY.
2. I am efficient AND effective.
3. I sometimes feel like I'm busy working "in" instead of "on" growing my business or practice.
4. I know my goals pass the S.M.A.R.T. test. (Specific, Measurable, Attainable, Realistic and Time bound)
5. I would rather reach a goal vs. solve a problem.
6. I typically inspect what I expect from myself and from others.

Continued on page three – Professional Coach



Top 10 'Brainjuicers' To Enhance Your Creativity

In order to enhance your creativity, your body and mind should be operating at peak efficiency. Try these 'brainjuicers' to boost your brainpower.

1. Make sure you exercise. Exercise juices up the brain with nutrients in the form of glucose. The more glucose it uses, the more active the brain. It increases oxygen in the bloodstream that is delivered to the brain, releases endorphins into the bloodstream (the runner's high) and increases nerve connections to the brain.

2. Use rhythmic activities to give your brain a chance to incubate. Any rhythmic activity such as running, walking, swimming, scrubbing, chopping - quiets mindful chatter, allowing your imagination to flow. Einstein got so many ideas while showering he installed waterproof material to record his ideas.

3. Listen to music, especially music from Mozart's era. Music forges new neural pathways that stimulate your creativity. Research shows that music trains the brain for higher forms of thinking. In a study at U.C. Irvine, researchers studied two groups of three year olds. One group studied piano and sang daily in chorus. The other group did not. In eight months the musical three year olds were adept puzzle masters. They scored 80% higher in spatial intelligence than the non-musical group.

4. Try Aroma Therapy to activate your brain. A few drops of essential oils in your bath or in a diffuser will relax and refresh you. You can also put a drop or two in a cotton ball or hanky and inhale.

Continued on page two – Brainjuicers

Inside This Issue

1. *Have You Ever Thought About Hiring a Professional Coach?*
2. *Top 10 Brainjuicers to Enhance Your Creativity*
3. *One Minute Ideas*
4. *Exceptional Leaders...Understand Cultures*

Continued from page one – *Brainjuicers*

Energizers include peppermint, cypress and lemon. Relaxants: ylang ylang, geranium and rose.

5. Eat foods high in Vitamin B. Vitamin B is essential for brainpower.

Sources include peas, beans, liver, kidney, chicken and eggs.



6. Get your minerals. Boron is essential for memory and attention. Sources include apples, pears and green leafy vegetables.

7. Instead of coffee breaks try ginkgo biloba and gotu kola herbal teas. Ginkgo biloba and gotu kola increase blood flow to the brain. (Check with your doctor first before taking these herbs.)

8. Capture your daydreams. Daydreaming is a way to incubate the components of a problem and uncover solutions. How can you apply the images and thoughts of your daydream to the project you are working on? How could the image be a metaphor? Can your daydream show you a new perspective?



9. Play with passion! You can't do great work without personal fulfillment. When people are growing through learning and creativity, they are much more fulfilled and give 127% more to their work. Delight yourself and you delight the world. Remember what you loved to do as a child and bring the essence of that activity into your work. This is a clue to your genius; to your natural gifts and talents. Da Vinci, Edison, Einstein and Picasso all loved to play and they loved to explore.

10. Build a brain trust. Surround yourself with inspiring people from a wide variety of fields who encourage you and stimulate your creativity. Read magazines from a wide variety of fields. Make connections between people, places and things, to discover new business opportunities, and to find solutions to your problems.



Continued on next column –

There is a famous story about the inventor of Velcro, who happened to have an interest in botany. One day he was walking through a field, when he noticed burrs sticking to his socks. He wondered what made them stick and picked one up to examine its structure. Well you know what happened... ♦

~ Submitted by Linda Naiman, who can be reached at info@creativityatwork.com, or visited on the web at www.creativityatwork.com Copyright by Coach U, all rights reserved

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 own ATTITUDE.* ♦

~ Source: Chuck Swindoll, author, *Attitude* Visit us on the web @ www.ladge.com

Quotable Quotes –

“Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude.”
~ Thomas Jefferson

“Success consists of going from failure to failure without loss of enthusiasm.”
~ Winston Churchill

Continued from page one – *Professional Coach*

7. There are 3 or more things in the last 12 months I have stopped doing due to time constraints.
8. I know I delegate effectively.
9. I share my dreams at least once a year with a valued, trusted friend or significant other.
10. I know what ONE thing in my life I am most passionate about.

KEY: Give yourself 2 points if you answered TRUE to questions 2, 4, 5, 6, 8, and 10. Deduct one point if you answered TRUE to questions 1, 3 and 7.

If you scored 10 or higher you are in a good place in your life right now. Monitor your thoughts and feelings and if or when you feel them changing, then would be the time to take action.

If you scored between 6 and 9, now might be a good time to seek a professional coach to help you achieve greater balance and increase your satisfaction from life.

If you scored lower than 6, now is definitely the time to begin a relationship with a professional coach. This score indicates a need for assistance in identifying, developing, and implementing an action plan to enhance the behaviors, attitudes, and skills necessary for your personal and professional success. ♦

~ Written exclusively for Sorrell Associates by Kathy Szpakowski, CPBA, CPVA, of KBS Group, Inc. is a certified Professional Behavior and Values Analyst.

Tips to make you a better listener

You can become a better listener if you want. You can stop some of the main causes that affect listening before they begin. Changing your environment and approach to listening will result in better listening and better communications.

- ✓ **Control Distractions.** One of the biggest distractions is the telephone. You are giving the speaker your full attention and then the phone rings. When you answer the call you are sending the message that you are not listening and it interrupts the discussion and train of thoughts. You can avoid this by directing all calls to voice mail or have an assistant answer the incoming calls.
- ✓ **Be Organized.** If your desk is cluttered with paper, notes, books, etc... than your eyes will probably skim the material and you will find that you end up reading some of those instead of listening. File or put the stuff in a drawer so that you won't be distracted.
- ✓ **Be an Active Listener.** Participate in the discussion by asking questions and clarifying what is being said. This will show the other person that you are understanding and interested in what they are saying. ♦



One Minute Ideas

Making The Most Of Meetings

Meetings can be very effective for maximizing time, or they can be tremendous time wasters! More than 15 million business meetings take place each day in the U.S. and many, as you may know, either go longer than necessary or are not needed at all.

If you are in charge of a meeting, here are some ways to make it more productive for all involved:

- Always have a written agenda with copies for all attendees
- Spend time in preparation to focus the meeting on the agenda
- Clearly identify the meeting's purpose and objectives
- Set a time limit and stick to it. Also, start promptly
- Follow-up – take notes during the meeting including any actions to be taken. A summary of the meeting and action items should be provided to all attendees.

When appropriate, consider meeting alternatives such as memos, written reports, etc.

Source: Arnie Rintzler, AWR Business Concepts, all rights reserved.

harmony

Coaching & Consulting

1650 Faxon Avenue
Memphis, TN 38112

Tel: 901-272-7390

E-mail: bburtch@harmonycc.net

Visit Our Web Site at:
www.harmonycc.net

Exceptional Leaders...Understand Cultures

By seeing the big picture, Exceptional Leaders learn to understand the cultures of the groups with whom they are dealing. In our four-quadrant model, the collective interior subjective (*lower left quadrant*) should be taken into consideration in all decisions and evaluations.

Executives who just focus on the transactional commercial aspects of the business (*lower right quadrant*) can be blindsided by the important dynamics of culture. You see many examples of this when large change initiatives are not successful, such as a merger. If one only looks at the commercial aspects and ignores the cultural dynamics such as shared beliefs among employees or customers (*this is what our customers want*) and values (*this is what is really important to us*), significant resistance can emerge, resistance which could prove fatal to a successful outcome.

Thought Provoker

- ✓ What are the core beliefs and values of the organizational culture in which you find yourself?
- ✓ Do you really know how groups will react in given situations, whether employees, customers, or consumers? If not, how do you know that you will make the right decision?
- ✓ Are your core values compatible with the group values you find yourself aligned with? What specific examples make you confident of this?



Exceptional Leaders know that having a firm understanding of the cultural dynamics of the groups they are dealing with is essential in making effective business decisions and evaluations. ♦

~ Copyright protected by author Bruce M. Anderson. Reprinted with permission. Thinking Partners Inc.

Schedule of Public Courses

The following courses are being offered to the public by Harmony Coaching & Consulting. Click on the associated link for more information on the program or to register.

Course Title	Date(s)	Time	For More Information/Registration
SHRM Learning System® is the preparation course for the HR Certification Exam <i>(Every other Saturday)</i>	Feb 16 – May 5, 2012	8:30am - 4:00pm	www.cbu.edu/shrm
The Coaching Clinic® is a two-day workshop for executives, managers and leaders to experience and learn coaching skills and competencies.	Feb 28 & 29 2012	Sold Out!	www.harmonycc.net/coaching-clinic.php
Leading at the Speed of Trust™ is a two-day workshop for anyone interested in increasing revenues, decreasing costs, enhancing/repairing relationships, or improving their credibility with employees or customers.	TBD	TBD	Email: info@harmonycc.net