

Spring Clean Your Life

It's that time of the year. We pull out the furniture from the wall, lift and move things we haven't moved in ages, get behind items that are too big to move, go through our wardrobe/drawers/boxes and decide what to keep and what to give to a charity or throw out, etc. in the annual spring cleaning workout! What about spring cleaning our life?

When do we clean out the cobwebs in our mind, jettisoning ideas and frameworks that no longer serve us? When do we take a look at what's working in our life and what isn't and clear away those things that aren't working in order to create room for the things that will serve us now and in the future?

Here are 5 ways to spring clean your life:

1. **Clean up your Relationships** - Which relationships aren't supporting you and bringing joy and optimism into your life? Which relationships challenge me on some level to grow and develop as a person? In which relationships am I not doing these things for others? How can I clean up my relationship closet so my relationships are more fulfilling for me and others? Like some favorite clothes, many of us hang on to relationships well beyond their mutual benefit, hoping it might 'come back in style.' Looking critically at our relationships and moving on from some, revitalizing others and, in some cases, bringing new relationships into our life can bring a new freshness and energy. This applies particularly in both our personal and professional lives.

INSIDE THIS ISSUE

1. *Spring Clean Your Life*
2. *Why Coaching Works*
3. *Schedule of Public Workshops*

All articles, quotes, and material in this newsletter are copyrighted. © 2015. No part can be reproduced in any form without specific written consent from copyright holder(s). All rights reserved worldwide.

2. **Straighten your Finances** – Are your finances aligned with the goals you have for your life or are you spending without thinking. I have many impulse buy items in my closets and on my shelves that I've never used or worn.

3. **Polish up your Skills** – In many instances we think what got us here, will get us there and that not usually the case. Evaluate your skills in light of your personal/professional goals. Which skills do you need to bring out of the back of the closet and polish up for use in a new setting? What new skills, like your wardrobe, do you need to acquire to fill in the gaps? Which skills do you need to enhance

4. **Declutter your Schedule** – What commitments or responsibilities have you allowed to clutter your life and get in the way of the things you truly enjoy and move you towards your goals? Eliminate and simplify! If you want new/different/better things to come into your life you have to create space for it. You can't keep cramming in more and more. Time does not expand...everyone has 24 hours in a day and 7 days a week. How do you align how you're spending it to serve you and those you care about best? Hint: Don't just move things around, like the furniture in the house, as that will only temporarily make you feel better



5. **Air out your Attitude** – The saying that 'attitude is everything' is pretty accurate. How we think affects how we act. What self-talk is



not serving you? What's the attitude you need to have to reach the goals, personally and professionally, that you've set for yourself. Develop an attitude of gratitude. Shift from why something won't work to how can you make it work. Develop a more positive and optimistic outlook. It's amazing what a shift in attitude can do!

Just as spring is a time to clean out, polish, dust off, reorganize, scrub and sweep up your home, take the opportunity to open up the windows and doors of your mental, physical, emotional and professional life and give it a thorough cleaning as well. As you do, you will reveal the possibilities, joys and aspirations that had become hidden.

Why Coaching Works

Coaching is one of the most requested professional development methods of corporate leaders. In a 2001 study by the Corporate Leadership Council coaching was the 5th most requested method for development. In a more recent study by Ninth House, 95% of all the Fortune 500 firms that participated in the study utilize external executive coaches as a part of their leadership development program. So what's the big deal about coaching? Why do companies spend time and money on coaching? Because it works! The Manchester Report, identifying the ROI of Executive Coaching, put the return on investment in the range of 500 – 1000% by those participants it surveyed. In a recent example with one of my own clients, a hotel General Manager, the client was able to increase employee satisfaction/loyalty by 52% and decrease employee turnover by 25%!!

But WHY does it work? How does it get those kinds of results? Here are five reasons why coaching works:

1. The Coach assists the client in clearly identifying their current and future state. As Stephen Covey says, "Begin with the End in Mind." Coaching helps to clearly define where the client wants to go, what goals they want to achieve, and whether those goals are identified numerically, in behaviors or some other format. Have you ever said, "I'm not quite sure where I'm going but I'll know when I get there?" Coaching helps to identify on the front end where you're starting from so that

the course plotted is one that gets you there in the most efficient and effective manner possible.

2. Coaching provides a customized approach to development and goal attainment. This is not a one size fits all methodology. Each coaching engagement is specifically designed for and by that client and coach based on the needs and objectives of the client. Have you ever gone to a training class thinking it was exactly what you needed to make the step in your performance or career only to find that much of what was discussed you already knew or, when you got back with your bag of new knowledge and skills, you got sucked back into your old habits by the work environment? The customized approach of coaching is designed specifically to address those issues so that it's 100% applicable and offers you the support to implement new skills and behaviors.
3. Coaching is a focused on Action! The objective is to move the client forward towards the identified goal(s). It's about what the client is going to do to get there. Contemplation, self-awareness, knowledge attainment, etc. are often aspects of the coaching process and then it's about what action will be taken based on those gains. When working with a client after determining the goals and objectives he/she wants to achieve, we then turn our focus on the developing an action plan for achieving them. The coach then becomes an accountability partner to help hold you to the actions you agree to undertake.
4. Capacity building is one of the objectives, I, as a coach achieve with clients. The action undertaken is designed to achieve the goals as well as build the capacity of the client. Capacity building is one of the objectives, I, as a coach achieve with clients. Coaching facilitates learning, skill and competency development and does not attempt to deliver answers to the client. Having the client utilize their individual strengths, knowledge, skills and abilities, develop plans, take actions, and become self-sufficient and self-correcting are prime objectives. This is where coaching is different from consulting.

5. Consider having a trusted person working with you whose only objective is to help facilitate your success...no other agenda...Who you can say anything to without fear of it going beyond the two of you...Who is there to listen and offer honest, objective feedback...Who utilizes all their knowledge, skills and resources for your success. This is the coach /client relationship. It is like very few relationships in our personal or professional lives and has the ability to provide an environment for significant accomplishment in an accelerated manner.

The experience of Harmony’s coaching clients mirrors the results of professional studies as they site

“A leader is one who sees more than others see, who sees farther than others see, and who sees before others see.”
Leroy Eimes

improvements in team effectiveness, productivity, retention rates, employee satisfaction, profitability, relationships with peers and direct reports, reductions in costs, career advancement, and cost reductions to name a few.

Executive Coaching is a very accessible and time effective development tool (that works) for busy organizational leaders. Is it time for you to incorporate it into your learning and development program?

All articles in this issue of The Catalyst are written by Harmony President & Founder, Bill Burtch.



Coaching & Consulting

1650 Faxon Avenue
Memphis, TN 38112

Tel: 901-272-7390

bburtch@harmonycc.net

www.harmonycc.net

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>	Fall 2015	8:30AM – 4:30PM	http://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.	TBD	8:30AM – 5:00PM	www.harmonycc.net/coaching-clinic.php

