

The Coaching Authority

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FIVE STAR
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Anything You Can Do You Can Do Better!

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The Fence

There was once a little boy with a bad temper. His father gave him a bag of nails and told him to hammer a nail in the back fence every time he lost control.

The first day the boy drove 37 nails into the fence. Then it gradually dwindled down. He discovered it was easier to hold his temper than to drive the nails into the fence.

Finally, the day came when the boy didn't lose his temper at all.

His father suggested that the boy now pull out one nail for each day that he was able to hold his temper.

The days passed and the young boy was finally able to tell his father that all the nails were gone. The father led his son to the fence.

"You have done well, but look at the holes in the fence," he said. "When you say things in anger, they leave a scar just like the nail holes. You can put a knife in a person and draw it out. It won't matter how many times you say 'I'm sorry,' the wound is still there. A verbal wound is as bad as a physical one."

— Author Unknown



Ten Tips For Successful Networking

1. Take a look at your present positive and meaningful relationships. Is there more you can give?
2. If you want to get to know someone, ask a mutual acquaintance for an introduction. Friends can't read your mind; communicate how they can help you.
3. Make healthy connections by avoiding toxic personalities. They drain you and prohibit you from making the right kind of connections.
4. Practice patience with yourself and others.
5. Make a new connection each day. Plenty of opportunities can present themselves daily if you are open to them.
6. Be quick to laugh – things don't always go as planned.
7. Travel out of your comfort zone to meet new people.
You never know when that next great contact will come your way.
8. See an article that would be helpful to someone? Make a copy and share.
9. Tap into your strengths when it comes to meeting people. For some, it's one-on-one. For others, it's large events. And keep in mind: weaknesses are only potential strengths!
10. Remember to network at home. Spend time with your family, friends, or even a good book. The more knowledge you gain, whether it's about a child's sports team or the latest stock market research, the easier it is to find a commonality with a new acquaintance.



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ONE MINUTE IDEAS

Reduce Back and Neck Strain

If you ever get a sore back and/or neck while working on the computer, try these helpful tips.

1. Position the monitor at a comfortable level, recommended at a height where the top of the monitor is even with your forehead.
2. Sit in a comfortable, relaxed, and good posture position to help reduce strain.
3. Finally, take breaks often. Get up, walk around, get a drink, and stretch.

The 10-Minute E-Mail Rule

If it takes longer than 10 minutes to compose your e-mail message, it is probably too long. Try to condense it and still get your message across. If you can't, you're wasting your time with the e-mail communication. Try calling, having a meeting, or writing a memo. You will save yourself and everyone else valuable time.



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Is Fear Holding You back?

What is it that you really want to do with your life? If you already know the answer to this question then you are ahead of 99 out of 100 people in the world. If you do know the answer to this question, then what is holding you back? The most likely answer to this question is *fear* – specifically fear of failure. Fear of failure can keep people from doing the tasks needed to accomplish their lifelong dreams. People paralyzed by fear hesitate, and when they hesitate, they prolong the period of time where they think in a manner that is not constructive.

Just think, if you go ahead and do that task you've been putting off for so long, then you will be free to move on and do the next constructive move. What is it that you are putting off doing? Is it a really difficult task to accomplish, or is it relatively easy but your mind is throwing up unnecessary and fear provoking obstacles?



What people need to do is make up their minds that they are going to do a thing, and then they need to make up their minds that nothing is going to stop them. The fear of failure has stopped many very capable people from achieving their highest levels of success.

- Don't let your fear whittle down your courage.
- Don't let your fear render your destiny to be a mediocre performance in your life.
- Banish fear – and you will meet success head on.

– Adapted from *An Inspiration a Day* by Jerome A. Waterman

Productive Meetings

Make your meetings more productive with these simple steps:

1. **Project updates.** Have each person give a quick one-minute report on the status of a project. Have them mention anything that is challenging that could hinder the completion date and ask for suggestions.
2. **Follow the agenda.** Have an agenda prepared for every meeting. Stay focused. Follow the agenda and leave time for pressing issues.
3. **Focus on the most important issues.** Don't get bogged down with non-important issues that are simply urgent. The most effective meetings focus on the most important issues.



Source: Sorrell Associates, all rights reserved worldwide.

"Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover"

– Mark Twain

