

The Coaching Authority

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FIVE STAR
PERFORMANCE

Anything You Can Do You Can Do Better!

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How To Support An Employee Going Through Depression

If you have an employee who is suffering from a mild depressive disorder, there are a few things you can do as a manager to be supportive. Here are a few tips:

- ✓ Help your employee set reasonable goals. In light of the depression, the employee may have an unrealistic view of what he or she needs to accomplish.
- ✓ Assist the employee in breaking a large task into several small ones. This will help take the pressure off of the project. Encourage them to set priorities and accomplish what he or she can.
- ✓ Provide information about any employee assistance program your company might have.
- ✓ Try to get the employee involved in workplace activities to build self esteem.
- ✓ Be patient.



— Adapted from the National Institute of Mental Health

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The Dictionary Is The Only Place Where Success Comes Before Work...

I was driving down a local highway the other day and noticed a company's marquee that displayed a quote that really struck a cord with me. "*The dictionary is the only place where success comes before work.*" My immediate reaction was "wow"...is that statement profound or what...



We currently live in a society that has a prevailing attitude that success, financial reward, sometimes even happiness should be given to us automatically by just being part of that society – that those things are somehow owed to us. This thought process is also rampant in businesses and organizations today. People often believe that by existing within an organization, they deserve financial rewards, benefits and company privileges.

The attitude that financial reward, prosperity and happiness are earned through a process of hard work, dedication, and constant goal achieving seems to be fading away more and more rapidly.

The issues that you face as a business owner or as an entrepreneur are very different. None of those corporate luxuries exist for you. It is your company and unless you do what is necessary to build your company, (unless you do what is necessary to grow your company) there will be no financial rewards, benefits, or privileges to be taken advantage of by anyone or given to anyone.

However, before any measure of success can be achieved, three things are required. There needs to be a well-defined plan, specific action steps to accomplish that plan that are measurable, and the personal determination and desire to make it happen.

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ONE MINUTE IDEAS

Look For Privacy Policies

If a web site asks you for personal information, like mailing address, E-mail address, etc. be sure to look for a privacy policy on the site that explains what they will or will not do with your information. Privacy concerns are somewhat over-hyped in the media, but it's a good idea to know who you're giving your information to, and what will be done with it.

In A Workplace Rut?

Get yourself out of a rut today by imagining that today is your first day on the job. What things do you see that you could improve? What things could you change that could result in higher productivity, increased profits, decrease wasted time, and higher sales?

Patience and perseverance have a magical effect before which difficulties disappear and obstacles vanish.

— John Quincy Adams



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- ◆ As you look at your day-to-day business activity, does it reflect the actions necessary to accomplish *your* long-term plan?
- ◆ Have you taken the time to develop and establish a written strategic plan for your business?
- ◆ Have you written down all your critical success factors and your personal goals on paper and do you review them daily or at least weekly?
- ◆ As you review the names of the prospects in your sales funnel, does the number of qualified prospects reflect an activity level that is sufficient for you to accomplish your sales goals?
- ◆ Are you evaluating every sales interaction for learning opportunities so you can hone your skills?
- ◆ Are you putting yourself in the most opportune places of marketing so that more qualified prospects become aware of your services?
- ◆ Are you doing what is necessary to build a business that your closest advisor, spouse, significant other, or the person that you respect the most would be proud of?



These are powerful and direct questions that only you can answer. You do not have the luxury to let yourself off the hook; ever, and you are the only one who knows the “true” answers. If you have not accomplished all the milestones and all the goals that you have committed to writing for yourself and your business...you may want to revisit your strategic plan or your personal action plan. You may need to commit to developing a plan of action that will directly result in the success for which you are searching.

Nothing good in life is ever easy and it will always require hard work. Remember, hard work that is dedicated to a clear plan of action, fueled by commitment and passion is always rewarded!

— Author Tammy Quackenbush. All rights reserved worldwide.

Sound Intelligent, Articulate and Polished

Do you want to sound intelligent, polished, and articulate? Of course you do! Voice coach Carol Fleming, Ph.D. gives us some great insights based on her years of study and working with thousands of clients.

To Sound More Intelligent: Speak just a bit slower to allow yourself to select your most appropriate vocabulary and to give the impression of thoughtfulness.

To Sound More Polished: Never answer a question with a blunt 'yes' or 'no.' Append a short phrase of clarification. For example, "No, I did not see it." "Yes, I know Mary."

To Sound More Articulate: Make a special effort to pronounce the final sound in a word and use its energy to carry over to the following word. Pay special attention to the final 't' and 'ng.'

