

PROFESSIONAL TOUCH NEWSLETTER

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IT'S WINTER —A TIME TO SLOW DOWN

Crisp air, shorter days, frost and snowflakes—winter is leaving its mark. It is the time of year when the lazy days of summer are replaced with a more serious routine of school and work, with vacation days a distant memory.

Winter brings colder nights, snowflakes, and a time to cozy-up in front of a fireplace. It's time to reap what has been sown for the season. Think of what you have been reaping with your goals, plans, ideas, and daily activities. Have they been moving you closer to your hopes, dreams, and aspirations? Take a look at your personal harvest and separate the good from the bad. Keep what is working and amend or get rid of what isn't with an eye always on that future goal/dream.

After the long, activity-filled days of summer, winter brings long nights that give us an opportunity to re-evaluate our lives.



ASSESS THE PROGRESS OF YOUR GOALS

Assess the goals you set at the beginning of the year and determine your level of success. Cross off goals you succeeded in attaining and reward yourself in some way, such as with a good book or delicious treat. Re-evaluate the goals you did not reach and determine if they are still ones you want to pursue. If so, set a new course of action and continue forward. Add any new goals you would like to pursue and develop a plan of action for attaining them.

To help you reach your goals, find out what you need to do and how to do it. Create a to-do list with action steps that will move you toward the goal. Break down big goals into little steps. Take consistent action every day toward reaching your goals. Repeat positive affirmations to yourself about attaining the goals. Give yourself credit whenever a goal is reached.



Not sure what goals you want to establish? Start by brainstorming ideas. Write down everything you think you may wish to achieve without criticizing any of the ideas. Then go through and

select a few of the ideas you would most like to pursue. These become your goals. Here are some areas of your life in which you may want to pursue goals: career, financial, family and friends, personal development, health, fun and recreation, travel, spiritual, self esteem and service/community. Include all areas of your life including personal and professional development, emotional, mental, physical and spiritual.



MAINTAIN A POSITIVE ATTITUDE

While it is true that attitude is everything, in the attainment of our goals, it takes on a special meaning. An attitude can make or break the achievement of a goal by affecting what we do and how we do it. Develop a positive work attitude and become more successful at reaching those goals.



GET YOUR LIFE IN ORDER

BE A MORE PRODUCTIVE PERSON AND EMPLOYEE

By organizing your life and managing your time and stress, you will become a more productive person. Do the same at work, and you will become a more productive employee. There are lots of things you can do to accomplish this.

Prepare for Winter. Winterize your home, car, and yard. Replace weather stripping or insulation, clean fireplaces and gutters, and have the furnace and

chimney professionally checked and cleaned. Replace batteries in smoke detectors. Prepare the yard by raking leaves, mulching, and finishing fall planting and transplanting. Stock up on rock salt, and snow removal equipment like shovels or a snow blower.



PLAN FOR INDOOR WINTER ACTIVITIES

Buy games to play with family and friends during long winter nights. Stock up on comfort foods such as popcorn, hot chocolate, and ingredients for oven meals and their tantalizing smells. Bake. Read books by your favorite authors, work on your hobby, learn a foreign language on tape, write overdue letters and notes, and send cards to family and friends.



ASSESS YOUR CAREER

This is the time of year to decide if your career is progressing as you desire. If not, take some steps to change it. Find ways to be vital to your company. Read *101 Ways to Make Yourself Indispensable at Work* (found on my website) for lots of tips for turning a so-so job into an active, rewarding career.

If you are looking for a new job, research the latest resume styles and practice interviewing with a friend. There are many sites devoted to finding a job. You might also check out the tips on my website and blog.