

The Enerpace PaceSetter

News as Individual as YOU Are



August, 2011
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Dear Subscriber,

Got Overwhelm?

You're not alone! Thanks to technology, we have more information available to us in more places....at all times! Just keeping up with email overwhelms most of us at times.

For parents, a new school year piles more events, meetings and sporting events on our already overflowing plates.

So this month we're sharing links to articles which can help you create some breathing room. Don't just read them - put them into practice today!

All the best -

Elene

p.s. Still overwhelmed? Call us at 630-832-4399. One of our Focus Sessions can get you the needed clarity to get back on track!

Leadership Learnings - *How to Say 'No' While Also Inspiring People* -

Steve Denning, *Fortune*

The first step in fixing overwhelm is to decide what to say 'no' to so you can focus. Yet killing ideas can also destroy morale and employee engagement. What's the solution? Check out these alternatives for the times you just can't say 'yes!'.

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Career Management Corner- *A Simple Secret for Great Productivity*- Srikumar S. Rao, *Forbes.com*

When we're overwhelmed, it's easy to become negative very quickly. In coaching, we stress the importance of choosing our perspective in every situation. As used in coaching, perspective is a way of BEING in a situation. When we're aware of the labels we apply to different situations, we can change them! Want to say goodbye to overwhelm? The first step is often changing your thinking!

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[Unfear:
Facing
Change in
an Era of
Uncertainty](#)

September 15th
6 p.m.

University of
Chicago
Women's
Business Group.
All sexes
welcome!

Business Building Blocks- *Your Biggest Customer Just Walked - Now What?* - Barry Moltz, *Open Forum*

Losing their biggest customer would push anyone into overwhelm! But don't panic! Barry Moltz has outlined practical and specific steps to take to recover quickly and move forward. And the first step really is: DONT PANIC! :



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Ranshaw &
Associates
offers free
webinars on a
variety of
topics related
to written
communication
for
businesspeople
at all levels



Enerpace News

Media Mentions:

85 Ways to Battle Business Burnout - CarolRoth.com- See us at #44. Best yet, the tip works for overwhelm too!

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Enerpace Experts - *Office Politics: Survival of the Savy* - Jinnie English, International & Chicago High Achievers

Office politics can be overwhelming even for the most experienced corporate veteran. Where's the rule book for success in navigating through the treacherous maze?

This article provides a great place to start, defining political savy and 3 key ways to manage politics before it derails you!



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Cool Tools - Affirm Your Life



Although they've gotten a bad rap ever since that infamous SNL skit, affirmations really DO work. When you find ones that work for you, they're a great tool for helping you refocus and calm down when you're overwhelmed. Here are some to try, and a great "Proactive Tag Cloud" visual at the bottom you can even use as a screensaver when things get super stressful!

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More](#)

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Great Books - *Unfear - Facing Change in an Era of Uncertainty* - Karlin Sloan

Fear-based behaviors lead to overwhelm. To break these habits, we need to tap into the confidence that we can create a positive outcome and move into inspired action.

You can hear the author speak 9/15/11 on this very topic - check out our Upcoming Events section at the left for all the details.





Quotes You Can Use

"You'll never plow a field turning it over in your mind." Irish Proverb

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