

You are receiving this e-mail either because you have asked to receive Enerpace's newsletter or because you have met or interacted with Elene Cafasso or a member of the Enerpace team. It is hoped that this information is useful to you. Please feel free to pass this information on to a friend who you feel will find it useful. We absolutely respect your privacy. To no longer receive our emails, click to [unsubscribe](#).



February, 2011

# The Enerpace PaceSetter

## News as Individual as YOU Are

### In This Issue

#### [Leadership Learnings](#)

Delegate More Effectively

#### [Career Management Corner](#)

The Best Way to Use the Last 5 Minutes of Your Day

#### [Business Building Blocks](#)

Research a Competitor in 10 Minutes or Less

#### [Enerpace Experts](#)

#### [Enerpace News](#)

#### [Cool Tools](#)

#### [Great Books](#)

#### [Great Quotes](#)

#### [Upcoming Events](#)

### Upcoming Events

*Visit our website for more information about Enerpace events.*

#### [Networking 101 Webinar: Ask the Questions You're Afraid to Ask Anywhere Else](#)

Mon. March 7th  
Noon CT

Dear Subscriber,

With all the crazy weather we've had this month, I'm happy to say goodbye to February!

By now, your goals for 2011 should be well under way. If not, perhaps you need to be more efficient with your time?

So this month we're featuring links to great tips and resources that will help you achieve that eternal goal of working "smarter and not harder".

Here's to efficiency!

Elene

P.S. If you need to become a more efficient (and effective!) networker, be sure to check out the 3/7 & 3/18 webinars. As a PaceSetter reader, you can **attend at NO CHARGE!**

#### **Leadership Learnings - Delegate More Effectively - Marshall Goldsmith**

Delegating MORE isn't always the best answer. Ask yourself, and your team, these powerful questions to become a more effective delegator.

[Find out more....](#)

[Back to Top](#)

**[The Brand of You! Create Your Personal Brand! -](#)**

Wed. March 9th,  
[Kendall College](#); 6 p.m.

**[Personal & Professional Challenges Faced by Post-MBA Women in the Workforce](#)**

Sat. March 12th  
Noon, Chicago Booth  
Gleacher Center

**[Maximize the ROI on Your Networking Time: An Introduction to Networking](#)**

Fri. March 18th  
Noon CT

**[What's on Your Inner Play List? Change the Tune & Create Job Search](#)**

**[Success!](#)** - Wed. May 18th  
St. Joseph the Worker  
Ministry @ St. James the  
Apostle Church 7 p.m.

To receive more links to  
articles of interest  
throughout the month:



***Career Management Corner - The Best Way to Use the Last 5 Minutes of Your Day - Peter Bregman, HBR Blog***

You may think this link will be all about planning for the next day to hit the ground running. You'd be wrong!

Our greatest weakness is that we rarely take time to think. To review strategically what's working and what's not. 3 simple questions at the end of the day could save your career!

**[Find out more....](#)**

**[Back to Top](#)**

***Business Building Blocks - Research a Competitor in 10 Minutes or Less - Geoffrey James - BNET***

When trying to win a client's business, you need to know as much as possible about your competitor. These 8 quick steps help insure you cover all the bases before presenting your proposal.

**[Find out more....](#)**

**[Back to Top](#)**

***Enerpace Experts - Digging Out from an Email Avalanche- Sue Becker - From Piles to Smiles***

Most of us find it hard to keep up with email even when we're IN the office. But what about when we're out of the office for a conference or even vacation? Do you spend the final days dreading what awaits you in your inbox?

Never fear! Here are 5 simple steps to make sure you process those emails quickly and efficiently.

**[Find out more....](#)**

**[Back to Top](#)**

**Enerpace News**

**1. Elene Cafasso quoted in "Unsolicited Business Advice" article**

In tip # 49, Elene provides 3 criteria to help you decide when it's time to throw in the towel on your business. Of course, a coach can help make sure you never reach that place! :-)

**[Find out more....](#)**

**[Back to top](#)**

**2. Complementary Networking Webinars**

Whether you're an experienced networker wanting to improve the ROI on your time or a novice unsure where to begin, we can help! Elene is giving 2 webinars at no charge for our PaceSetter readers. The first is 3/7 and the second 3/18. Attend one or both!

Please check out the Upcoming Events Section in the left column for a link to more information and registration.

[Find out more....](#)

[Back to top](#)

### **Cool Tools - Follow Up Then**

Wish you could delegate something but make sure it's completed on time? Just cc this tool in your email and it will remind you to follow up whenever you specify. Perfect for those of us using our email inbox as a tickler file!

[Find out more...](#)

[Back to Top](#)

### **Great Books - *The Biology of Belief*- Bruce Lipton, PhD**

Cool research shows that genes and DNA do not control our biology! DNA is actually controlled by signals from outside the cell, including the energetic messages emanating from our thoughts. When you're stuck on an issue and can't move forward, there's almost always an energetic cause.

[Find out more....](#)

[Back to Top](#)

### **Great Quotes - John Ruskin**

"In order that people may be happy in their work, these three things are needed: They must be fit for it. They must not do too much of it. And they must have a sense of success in it."

[Back to Top](#)

email: [mail@enerpace.com](mailto:mail@enerpace.com)

phone: 630-832-4399

web: <http://www.enerpace.com>