
The Enerpace *PaceSetter*

News as Individual as YOU Are



July, 2011

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Dear Subscriber,

You may have noticed that we haven't sent you our *PaceSetter* newsletter for a few months. Real life has a way of intervening at times. I spent much of the second quarter dealing with family issues, including the loss of my Dad on May 19th.

Looking back, I realized how many times I used coaching skills and tenets to help me get through the crisis. Powerful coaching questions work whether you're dealing with a stuck client, exhausted and overwhelmed family members or medical personnel! I also had to coach myself to make time for basic self care and to practice what I preach - since I'm always telling my clients to "put your own oxygen mask on first".

Most of all, I learned that in crisis we fall back on the basic foundations of who we are and what we believe. Throughout his life, my father was known for his intelligence and integrity. He had strong convictions around the importance of family, faith and the Golden Rule. He made sure we were always taken care of - in his life and in his death. Until the last day of his life, he stayed true to his values.

I have been struck and touched by the number of people who have shared how much they liked talking to him and being with him. I've heard this from the top scientists in their field to the kid who delivered pizza to his home. My Dad treated everyone with honor and respect. There's no better testimony to a life well lived than to have made such a favorable and lasting impact on so many people.

At Enerpace, we've always felt blessed to share in the lives and achievements of our clients. My Dad's death has reaffirmed that there truly is no greater gift. Thank you to all our clients - past, present and future! And thank you for reading this and allowing me to honor my father in this small way.

All the best -

Elene

p.s. 2011 is more than half gone! This month we're featuring some tips on places to look during your midyear review....and most of them begin right at your office door!

p.s.s. Let us know your thoughts on the new look of our newsletter: mail@enerpace.com

Leadership Learnings - 5 Reasons Leaders Need a Closed Door Policy

- Kevin Eikenberry, *Leadership & Learning*

We've been preaching this for years! You don't need to have an "open door policy" to be a good leader. In fact, the exact opposite is true! The strongest leaders know the value of focus and prioritization - two things very hard to achieve with constant interruptions. Check out the 5 reasons why college professors have the right idea!



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[Networkding
: Create a
Network
That Works!](#)

Saturday, 8/27
9 - 12
Elmhurst, IL

[Webinar
Wednesday](#)

[S](#)
Ranshaw &
Associates
offers free
webinars on a
variety of
topics related
to written
communication
for
businesspeople
at all levels



Career Management Corner- *Your Brain At Work: What to Do When There's Too Much to Do* - Herb Schaffner- *bnet*

We've been a fan of David Rock's work for years, and have recommended his book "Your Brain at Work" to friends and clients frequently. Neuropsychology is providing fascinating insights into the way our brains function. Taking advantage of these 5 tips will help you get through your "must do" lists much more efficiently. Here's a hint - a closed door policy will help you take advantage of all of them!

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Business Building Blocks- *How to Clean Up Your Business* - Gwen Moran, *Entrepreneur Magazine*

Eight great tips to maximize your productivity and focus. And yes, knowing how your brain works and minimizing interruptions helps here too!



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Enerpace News

1. New Social Media Resources

Enerpace now has both a LinkedIn AND a Facebook page, thanks to the efforts of our wonderful assistant Jackie! Please take a look then drop us a line (mail@enerpace.com) and let us know what type of resources you'd like to see on our pages:

- a. free webinar recordings
- b. articles & lists
- c. resources & tools we recommend
- d. all of the above
- e. something else

[Facebook
Page](#)

[LinkedIn](#)

[Page](#)

2. Media Mentions

- a. [Free & Cheap PR & Marketing Tips for Your Business](#) - CarolRoth.com- see us at #24 "HARO, HARO, HARO!"
- b. [20 Winning Tips from Networking Pros](#) - Brandmaker News - we're #16 "The One With the Most Business Cards Loses!"
- c. [Best Business Inspirational Quotes](#) - CarolRoth.com- see #42 (My all time favorite!)
- d. [Personal Accountability Tips for Solopreneurs](#) - Strategies & Tactics for Women - #59 - "You Can't Improve What You Don't Measure!"

3. Chicago Networkding Ambassador

Elene Cafasso has been named a Chicago Ambassador and is celebrating by offering a specially priced workshop on Saturday, 8/27 for those who want to make their network WORK for them!

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Enerpace Experts - *Surviving Email* - Jane Ranshaw, Ranshaw & Associates

Today the vast majority of our communication is written and electronic. Jane Ranshaw has been training folks in effective written communication for decades and provides some great tips to avoid "road rage on the electronic super highway"!

Interested in learning even more? See the Upcoming Events section of this newsletter for a link to a schedule of Jane's free webinars!



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Cool Tools - Quiet Hour

One of our favorite PaceSetter contributors, Jan Wencel of Life Contained, turned us on to this neat program that works with both PCs and Macs. It helps implement that closed door policy discussed above by shutting off all those distracting programs and applications so you can actually focus on the task at hand! You decide how long you want to be distraction-free. At the end of that time, everything pops back up for your multi-tasking pleasure!

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Great Books - *Getting Things Done: The Art of Stress-Free Productivity* - David Allen

Imagine having no messages in your inbox.....knowing what the next action is on every major project you're working on....having agendas prepared in advance of meetings....

While it may seem like a fantasy, passionate adherents to this method swear by the results they've been able to attain. The premise is simple - until you have a system where every possible thing you need to do is captured and have confidence that you've got the mechanisms in place to review this system, you can never be free from trying to keep your to do list in your head. Clearing that mindshare allows you to be fully present and focused on the task at hand.

True confession: We haven't been able to fully implement this system. But using some of the basic tenets for workflow organization has made a big difference. Enough that we'll keep trying and feel confident enough to recommend it to you here!



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Quotes You Can Use

"If I have ever made any valuable discovery, it has been owing more to patient attention than to any other talent." Isaac Newton

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