

The Enerpace *PaceSetter*

News as Individual as YOU Are



March, 2013

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Dear Subscriber,

Happy Spring - Even though in most of the country it's still feeling more like winter!

No matter what the temperature, the sun is shining for more hours each day. And so our thoughts turn to rebirth as we work to shed the pounds, layers of clothes and 'stuff' we've accumulated over the winter.

Did you know that your professional life needs Spring Cleaning too? The articles we're featuring this month help you clean out the clutter of low value activities, impossible assignments and multiple to-do lists!

Enjoy the season -

Elene

p.s. After you've cleared out the clutter, see if you have something "missing" that's preventing you from getting ahead. Does someone you know? A direct report? If so, check out our new [Missing Piece Leadership Program!](#)

LEADERSHIP LEARNINGS

How To Give Time Back To Your Team

Ron Ashkenas, *Harvard Business Review*

How much of your day is spent on activities someone else could do? Many leaders find themselves handling administrative work instead of spending time on the core business. Sound familiar?

Learn how Pfizer consolidated tasks they couldn't eliminate to give back focus and time to their leaders - perhaps it could work for you too!

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CAREER MANAGEMENT CORNER

How To Avoid Impossible Assignments

Priscilla Claman, *Harvard Business Review*

Upcoming Events

(All Listed in Central Time)

"Leveraging Your Emotional Intelligence for Career Success"
- Webinar, Fri 4/5/13 at 12 Noon
[Details](#)



In the beginning, you are motivated and challenged by those tough projects. Your success provides you with more challenging and tough projects. The cycle repeats itself until you are tired, burnt-out and may have some failures under your belt.

Before this happens to you, use these tips to prevent those impossible assignments from landing on your desk!

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BUSINESS BUILDING BLOCKS

Resume Overload? A Shortcut To Spot Best Hires

Mike Michalowicz, *The Wall Street Journal*

Today's slowly recovering economy finds a lot of people applying for every job they see. Need a quick way to screen out all those non-qualified applicants?

Follow this simple tip to quickly eliminate most applicants and get back to running your business.

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ENERPACE NEWS

1. Thinking of starting your own business? Listen to those who have been there. Check out "*Expert Advice for New Entrepreneurs*" - you'll find our tip at #25!

[Find Out More](#)

2. Unhappy with your current job? Looking elsewhere? Enerpace offers advice on how to cope until you find the job that's right for you in this U.S. News and World

Report article, "*What To Do When You Loathe Your Job*".

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Enerpace Expert

Spring Clean Your Way to Organization

Sue Becker, From Piles to Smiles

It's that time of the year again! Spring Cleaning! And, cleaning also means organizing. You may have spent the winter months collecting, creating piles and just putting things

off. Our expert this month offers tips on how to get your personal and professional life in order.

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COOL TOOL

Wunderlist, Wunderlist.com



If you're like most of us, you'll find lots of notes and to-do lists as you Spring Clean your office. Don't rewrite them (or re-pile them)! Lose the paper with this handy tool you can access through your phone or on your desktop.

You can make a list for each big project on your plate, or just use it for your grocery shopping list - it's up to you. Rest easy knowing your lists are safe "in the cloud"

so you can access them from wherever you are.

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GREAT BOOKS

Too Good to Leave, Too Bad to Stay: A Step-by-Step Guide to Help You Decide Whether to Stay In or Get Out of Your Relationship

by Mira Kirshenbaum

Relationships need Spring Cleaning at times too! Need help trying to decide if a relationship is good for you? This book takes you through a list of questions to help you think clearly about a very tough choice: whether to "stay in or get out".



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QUOTES YOU CAN USE

*"You may have a **fresh start** any moment you choose, for this thing that we call 'failure' is not the falling down, but the staying down."*

Mary Pickford (1892 - 1979)
Canadian Actress and Co-Founder of United Artists

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