

The Enerpace *PaceSetter*

News as Individual as YOU Are



October, 2014

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Dear Subscriber,

In This Issue

[Leadership Learnings](#)

Stop People from Wasting Your Time

[Career Management Corner](#)

6 Tips for Better Work-Life Balance

[Business Building Blocks](#)

17 Resources to Improve Your Small Business

[Enerpace Expert](#)

Lauzen Accounting

[Enerpace News](#)

[Cool Tools](#)

[Great Books](#)

[Quotes You Can Use](#)

[Upcoming Events](#)

I have survived, and for the most part really enjoyed, my 11th "Maria Birthday Season" . Yes, I know everyone was born on a specific day, but as an only child, Maria's birthday is sort of like a progressive event that spans weeks of preparation, party planning, and hostess-with-the-mostest efforts.

What became my most precious and scarce commodity? Time. Time to do it "right" and still run a business and care for my clients. Oh yeah, and get to all the really fun Halloween events in town too.

So this month, we're focusing on some very low-calorie treats handpicked to give you the gift of time!

Happy Halloween -

Elene

p.s. Let us know which 'time treat' works best for you. We'll randomly select one reply to receive a special gift.

LEADERSHIP LEARNINGS

Stop People from Wasting Your Time

Dorie Clark,
HBR Blog Network

Emails, phones, meetings, unexpected office drop-ins, etc... all can prevent you from working efficiently and getting your job done!

Read these helpful ideas, which also support the article below, with professional ways to take back your time and set boundaries with those who waste it at work.



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[Back to Top](#)

Upcoming Events

(All Listed in Central Time)

"Why Start from Scratch? Reasons to Buy a Business Instead!" - Webinar, Friday, 11/7/14 @ 12 noon CT
[Details](#)

Tri-City Unemployment Group (TUG) - Emotional Intelligence Presentation, Monday, 11/10/14 @ 6:30 pm
[Details](#)

"Work Less Accomplish More" - Webinar, Friday 1/9/15 @ 12 noon CT
[Details](#)

"3 Essential Skills Every Leader Needs to Create a High-Performing Team, Stand Out, and Get Promoted" - Webinar, Friday, 2/3/15 @ 12 noon CT
[Details](#)



CAREER MANAGEMENT CORNER

6 Tips for Better Work-Life Balance
Deborah Jian Lee, *Forbes*

Everyone craves more of it, yet YOU are the only one who can treat yourself to more balance by placing some priorities around your time.

These 6 tips will help you get started!

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[Back to Top](#)

BUSINESS BUILDING BLOCKS

17 Resources to Improve Your Small Business

Greggory Go, *OPENForum*

Improving your business requires creativity and time. Here are some great resources which can help you on both fronts!

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[Back to Top](#)



ENERPACE NEWS

1. Do you feel like you might be fast approaching a burnt out phase? Take a look at the article, *"6 Signs You Have Too Much On Your Plate"* to see if this looks familiar to you.

Enerpace coaches "human thoroughbred" clients who have a tough time saying no. Read our advice in this article!

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[Back to Top](#)

2. Need some Social Media strategies? Enerpace's ideas are in the book, *"Connect: 100 + Mind-Blowing Strategies to Use Social Media and Drive Business Growth"*. Don't reinvent the wheel! Save time by utilizing these expert approaches!

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[Back to Top](#)

3. It's another book! Want to get into the minds of Entrepreneurs? Then read *"Living the Life of My Dreams"* which interviews 30 entrepreneurs. Elene is one of those entrepreneurs featured.

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[Back to Top](#)



4. Enerpace is one of the panel of experts in the article, "24 Sales Experts Share the #1 Traits of Successful Sales Managers (And How It Helps Their Success)." What do you think it takes to be a great sales manager?

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[Back to Top](#)

ENERPACE EXPERT

Lauzen Accounting

www.lauzenaccounting.com

Wasting time tracking business travel expenses? Check out this article to see if the per diem approach can help.

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[Back to Top](#)

COOL TOOL



The Four-Way View Test

by Stew Friedman

What's important to you? Does that match where you are spending your time and energy?

This tool helps you assess how well you're doing right now on the urgent versus the important events in your life!

[Take the test](#) now to see - you may be surprised!

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[Back to Top](#)

GREAT BOOKS

Getting Things Done: The Art of Stress-Free Productivity

by David Allen

While nobody I know can work this system perfectly, the key concepts are game changers and I talk about this method with clients weekly.

Treat yourself by implementing some of these concepts to get more done more effectively!



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[Back to Top](#)

QUOTES YOU CAN USE

"Your life doesn't just 'happen.' Whether you know it or not, it is carefully designed by you - or carelessly designed by you. It is, after all, your choice. Just remember that every moment, every situation, provides a new choice - and in doing so, gives you the opportunity to do things differently to produce more positive results."

Stephen Covey (1932 - 2012)

Author, Businessman, Keynote Speaker

[Back to Top](#)



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