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One Minute Ideas

Five Steps for Effective Time Management

1. Have a Plan for Your Time.
2. Take Advantage of Your Hot Spots.
3. Recognize Your Distractions and Plan to Minimize Them.
4. Cut Back on Your Hours.
5. Evaluate.

Source: Vandelay Design

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Achieving Potential

February 2012

I am certain that you will agree that today's environment can be somewhat volatile. This leads to a great deal of stress as you decide where to allocate your time and priorities. Do you sometimes feel like you are a hamster on a running wheel.

Well here is the good news. You have the power to jump off the running wheel and run the right course to reach your goals.

Join us this month for a three part comprehensive workshop on Time Strategies, Tuesdays in Mt. Kisco. [REGISTER HERE](#)

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Seven Practical Methods to Combat Stress

A stress-free lifestyle could very well do wonders in eliminating depression. Here are seven practical methods to combat stress:



1. Express Amusement and Be Happy.

Laugh hard and loud. If you don't have a sense of humor, find someone else who does. Laughter releases endorphins (happy chemicals) from the body, and it helps boost your immune system.

2. Take Control Over Your Time and Schedule.

You'll be much more able to deal with stress if you have a good handle on your job, relationships, and other activities. When you are in control, you are more inclined to stay focused and calm. Plan your time wisely.

- Remember to leave room for unexpected events, both negative and positive. Be adaptable in rearranging your agenda. Get up 15 minutes early in the morning. Allow an extra 15 minutes to get to all appointments.
- Avoid procrastinating on important or urgent tasks. Whatever needs doing, do it immediately. Do the unpleasant tasks early, so you won't have to worry about them for the rest of the day. Keep an appointment or record book. Don't just rely on your memory.

- Do your tasks one at a time. Focus your attention on the present moment, whether it's the person talking to you or the job at hand. This helps you to avoid making errors, which lead to more tension and anxiety. Be patient in waiting. Anxiety caused by impatience can cause your blood pressure to rise.
- Say no to requests that you cannot accomplish. Delegate trivial tasks. Remember that you don't have to do it all yourself. Break up a job into separate tasks and assign them to people with the suitable skills.

3. Work Out.

Strive to get some habitual exercise such as brisk walking, swimming, or whatever appeals to you. Play a sport you're interested in. Aerobic exercises can considerably reduce the stress factor. Exercise also improves sleep and gives you time to think and focus on other things. It also promotes the release of natural soothing chemicals in your body. Do not resort to excessive exercise, however, as this may have an adverse effect and might actually cause depression.

4. Search Out a Support Group.

You'll be able to manage stress much better if you have other people helping and supporting you. Did you know that married people and people who are outgoing (always meeting with friends) have considerably lower levels of stress in their lives?

- Choose positive friends who are not worriers. Friends who continually put you down or talk gloomily about life will increase your anxiety. Invite a good friend to help you talk out a problem and get it off your chest. A long-distance call to an old pal can be great therapy.
- Pardon others instead of holding grudges. Slow down your standards for yourself and others. Don't expect too much. Perfectionism is not the means to happiness. Become more flexible and adaptable to your environment. Communicate clearly with your co-workers and boss. Ask questions. Repeat instructions that you are given. Clarifying directions at the start of a project can save lots of time later rectifying misunderstandings. Be honest in your dealings with others. Lying and cheating lead to stress.

5. Take Breaths Deeply and Slowly.

Calm down your muscles, escalating your stomach and chest. Exhale slowly. Do it again several times. Follow your breath as it flows in and out. Do not try to have power over it. This is a good way to relax in the midst of any activity. This practice allows you to find a breathing pattern that is natural and relaxing to you. Make use of this yoga technique: Inhale slowly, counting to eight. Exhale through your mouth, even more slowly, counting to sixteen. Make a sighing sound as you exhale, and feel tension dissolve. Do it again 10 times.

6. Consume Healthy Foods at the Appropriate Time.

Never skip meals, especially breakfast. Take time out to eat heartily no matter how busy you are. Take nutritious snacks with you everywhere. A nutritionally balanced diet is essential to your health and lifestyle. For example, researchers have found that even small deficiencies of thiamin, a B-complex vitamin, can cause anxiety symptoms. Pantothenic acid, another B-complex vitamin, is critical during times of stress. Avoid caffeine, alcohol, and large amounts of sweets, which can worsen symptoms of stress.

7. Live Optimistically.

Count your blessings, particularly when everything seems to go wrong. Believe that many other people are living in worse conditions than you are. Don't exaggerate the complexity of your problems. Every problem has a solution. All you need to do is find that solution. Learn to be happy and to enjoy life's blessings. Live one day at a time.

Double Whammy: The Effects of Procrastination

Procrastination, like all of your behaviors carries consequences. Whether your behavior is conscious or unconscious, you will eventually have to deal with the effects.

Procrastination is something that we all have to confront and deal with from time to time. It's only natural to procrastinate at times, but the way you deal with your procrastination patterns will determine what effects procrastination has on your life.



One of the most obvious effects of procrastination is the failure to reap the rewards that would come from taking action. When you procrastinate you simply fail to take action on the very things you know will bring you the rewards that you desire. Although you know what you want and even what you need to do to get it, you still have to take action and it's usually at this point where procrastination sets in.

Because the results you desire are often something bigger and better than what you currently have, you must step outside your comfort zone to get it. You might have to take actions that you are not comfortable with to which your unconscious mind reacts by "protecting" you against that which is uncomfortable. Although the short-term effects of procrastination might seem to be "positive" the long-term effects are almost always negative.

Failing to reap the rewards of taking action can have many effects. Taking action on your ideas and desires is one of your most empowering gifts. It is the process by which you can make the intangible tangible. Through your actions and your behavior you create or un-create your life. It's not only the direct results of your actions that create your outcomes, but often the very fact that you are actually consciously affecting the conditions of your life. It not just your actions, but rather your failure to take action that will have a greater effect on the rewards you reap from life. From this point of view the effects of procrastination are not just a direct loss of rewards, but an indirect one as well. Every action is a cause set in motion that affects and builds on past and future events to the point where we can never really determine the actual effect of one specific action. More than anything else, action opens you up to opportunity.

Opportunity is rarely the result of you waiting for it. When you put yourself in line with what you want most through your conscious action you expose yourself to opportunity. It's never a case of whether you have opportunities but rather are you noticing the opportunities? But even more importantly, are you using the opportunities or are you procrastinating? One thing is for certain: when procrastination becomes a habit, you won't even notice all of the opportunities on your doorstep. You will live your life in distraction, constantly looking for short term "pleasures" to avoid the real challenges that will cause you to reap the real results. You will always "turn a blind eye" to the real opportunities. Those who succeed are rarely the people with the most splendid opportunities. They are the people who saw an opportunity where no one else saw it, and then they took action to realize it.

Out of all the negative effects of procrastination and indecision, the failure to spot and act on opportunity is probably the saddest. So many people with so much talent fail to live up to their true potential because of procrastination. The rewards you reap from life will be either a direct or an indirect result of your actions or your inactions. Not only will procrastination prevent you from reaping the rewards, but your inaction will prevent you from even being exposed to opportunity. Opportunity is knocking, but you have to take action and at least open the door. Don't let the effects of procrastination stand between what you are and what you can become. As the famous entrepreneur and businessman Victor Kiam once said, "Procrastination is opportunity's assassin."

Portions: Resource Associates Corporation

Join Us February 2012 for a 3 Part Workshop

- **Achieve Your Goals With Time Strategies**
- **Three Part Program: Tuesdays Feb 14, 21, 28**

Registration: 8am

Program: 8:30 to 10 am

100 South Bedford Rd, Suite 340, Mt. Kisco

Let us focus and clarify your priorities. This in-depth, interactive program teaches you how to:

- **Gain Control of your workday**
- **Reap the rewards of your job**
- **Achieve success and excel at work**
- **Get more out of life**

Sign up now. You can get organized and get it all done.

Space is limited... Please reserve today

Performance Development Strategies, LLC

Three Parts: DATES: Tuesdays, February 14, 21, 28, 2012

TIME: 8:00 am to 10:00 am

LOCATION: 100 South Bedford Road Suite 340
Mt. Kisco, NY 10549

COST: BNI, BCW, and Yorktown Chamber Companies, \$400
Non Member Companies, \$475

Payment due in advance so that workbook and text can be available on the first day.

Motivational Quotes

"The person who is too old to learn was probably always too old to learn."

-Henry S. Haskins

"One of the greatest diseases is to be nobody to anybody."

-Mother Teresa

"There's always room at the top."

-Daniel Webster

For results **YOU** can count on, contact Performance Development Strategies, LLC at 914-953-4458 or Email: grant@pdstrategies.com

Make it a GREAT day,

Grant Schneider
Performance Development Strategies, LLC