



Desk Coach

Desk Coach Tips & News – January 2012

Wishing you a successful 2012 with time to review and plan.

In 2011, I became a student again, having signed up for long-term, part-time, post-grad research on coaching and mentoring. It's fun! It's rewarding! It's stretching my brain cells! It has reminded me I'm very interested in personal development, and lifelong learning.

How much value do you place on your own self-improvement? (My B2i group sessions I hope to resurrect with this focus soon!)

I'd like my newsletter to be more about clients and associates, too. What synergy do you have with Desk Coach? Do send me a short information piece to include.

For now, let me mention

1. Ferndown Speakers, which is a club I started in Ferndown in March 2011, with brilliant support from other local Toastmasters club members. If you want a place to practice your public speaking (or leadership) skills, do ask me about it.
2. Local Toastmaster Lesley Lyle, who has a new 'laughter yoga' business: see

www.laughterbusiness.com ; she could improve your emotional wellbeing.



My new course has inevitably focussed me to streamline my own time, now driven by:

- (My course) Personal development coaching; e.g. what's stopping you?
- (Desk Coach clients) Finding time e.g. Breaking down tasks to delegate
- (Activities e.g. Toastmasters, EDBN) My communication and leadership 'jobs'

Here's some tips in my areas of focus.....

Personal Development TIP (from course)! - recognise your irrational self to overcome frustration

When do you say "Oh, I'm so stupid" (or useless, hopeless etc)? Similarly, I learned from the 'Inner Game of Tennis' book by Timothy Gallwey a long while ago, it doesn't help me at all criticising my tennis shots! It's just me avoiding having to do a better one!

Or when do you think "I can't stand it when"? Sometimes we let other people's behaviour bother us too much. What can we do to take back control?!

Or when do you talk yourself into doing things because you 'should', even though you later regret it? Saying you'll go to an event and being a misery there is a strange phenomenon!

Or what in your life is "so awful"; maybe it's not so bad as another person's situation? Maybe there's less need for such drama? Maybe you could actually change the situation?

Recognising such statements is the 1st step; then it's easier to try more logical viewpoints to accept a more practical stance. Ask me for more info.

Time management - recognise what tasks you can give to someone else

When do you say "It's quicker to do the job myself"?

As you might guess, I hear this often from clients. The problem is generally that the task is a mixture of tasks, part complex which can only be done by the client, part simple which anyone could do. If it means you're wasting much time, maybe it is worth spending some time thinking of a better way of splitting/approaching the task. Do you need a sounding board to explore something you're currently wasting your time on?

Leadership - Trust your delegatee, or give the job to someone else!

Again when do you say "It's quicker to do the job myself"?

I've had many leadership roles, but none more challenging than those at Toastmasters where members are volunteers. It's very rewarding when someone handles a task for you and all goes well. But it only happens after I've built a relationship with someone and explained the task fully and we have built the expertise and trust over a period. Leaders have to work too! The resultant trust, though, is inspiring for both parties.

3 for 1
Offer

Would you like personal development coaching to achieve more this year?

20 new (personal development) clients this year will be offered **one set of 3 sessions for the price of 1** in return for feedback. Ask me for more information. I need to boost my professional practice log. Individual sessions possible too; just book a free 30 minutes with me to discuss what you need.

Free
Offer

Would you like somewhere to write and track your goals for the year?

Be a guinea pig for this online tool designed with support from Neil at

Bartons IT Services.  This pilot version is **Free** to use.

Register at <http://www.focussing-on-you.co.uk/objtrak>

To find out how the Desk Coach can help YOU find a time/project/process management, leadership or personal development solution, contact Shirley on 01425 480631 (Please do call, no obligation, no fee, to explore what help you need)