



The Taking Steps Newsletter August 2007

- New Course Dates
- Course taster (Procrastination)
- Stress Management Training
- Lunchtime talks
- So Sparkle jewellery
- Individual Life Coaching

- New Course Dates

Making Choices, Making Changes

A course based on Life Coaching and NLP (Neuro Linguistic Programming)

Tuesday evenings, from 25th September to 13th November (excl 23rd October).
7.00 pm to 9.00 pm. Seven sessions in total.

Thursday mornings, from 27th September to 15th November (excl 25th October)
10.00 am to 12.00 pm. Seven sessions in total.

Do you know what you want out of life? What are you going to do about it?

If you are

- fed up with the rut you are in.
- ready for a new challenge
- ready to make changes to your life
- interested in the benefits of Life Coaching and NLP

this course is for you! The next course starts in September and I would love to see you there. Full details are on the attached flyer (please feel free to pass them on to anyone you know who would be interested.)

For a taster of the course read on....

- Procrastination (or putting off what your better judgement tells you to do now!)

Most of us feel uncomfortable when we know we are putting things off. We also know how good it feels to have finally made that phone call, cleaned the bathroom, written to a friend, dealt with paperwork. So, if we know how much happier we will be, why do we keep procrastinating? Procrastination is not simply a behavioural issue, but an emotional one. We need to deal with the emotions first, and then look at some practical tips. A combination of the two can help us to get things done. How do you tend to rationalise your behaviour?

'I need to get the feel of a job before I actually start it'

'I do my best work under pressure' (do you, really?)

'The house needs cleaning. I can't possibly fill in this paperwork, sitting in a dirty house'

I'm sure you have plenty of other ideas! According to W J Knaus, who wrote 'Overcoming Procrastination', we are held back by one or more of the following three causes:

Anxiety: we're not sure that what we do will be good enough

Low Frustration Tolerance: it's boring!

Rebellion: we want to get back at someone who (we believe) has told us what to do, or how to behave

The next time you procrastinate, try to identify the cause, and also consider your thoughts about the particular task, which keep you stuck. You can then create a more useful thought that will help you to take action.

For example, a student might say to herself, 'I'll put off this essay because I know I'll probably get a low mark like I did last time' (cause = anxiety). She can change her thought to, 'I have learned from the last essay I did that I need to organise my ideas better and do more research. If I focus on these areas there is every chance that I'll get a better grade'

When you have worked on the issue in this way, you can then consider practical ways to get the job done, such as choosing the best time, having the right resources and being in the most appropriate environment. You can also identify any support or training you need, such as developing communication skills, increasing your confidence and assertiveness training.

- Stress Management Training

National statistics indicate that working people in Britain are more stressed than ever. On the positive side, early research on workplace training programmes shows that stress management is one of the top four programmes for increasing employee motivation and lowering health care costs. I can deliver a

programme within your company or organisation, in a workshop format, which includes the following areas: Assessments, Physical and Mental Relaxation Methods, Communication Skills and Time Management, and will happily tailor it to your requirements. If you would like to discuss this in more detail, please contact me to arrange a convenient time to meet.

- Lunchtime talks

I have given a number of informal talks about Life Coaching and NLP to local companies, topics that are of interest to a wide range of staff. I would be delighted to come along to your workplace, so do contact me if you would like to discuss this further.

- So Sparkle Jewellery.

Sam Nott is a fellow member of Inspire, a group of businesses run by women in the Leamington and Warwick area. She has just launched 'So Sparkle Jewellery Parties' and has a new range of beautiful necklaces, bracelets and earrings at affordable prices. If you would like to host a party with Sam, there are details of how to do so on the attached flyer.

- Individual Life Coaching.

Last but not least, I am of course continuing with Individual Life Coaching at the Traditional Acupuncture Centre in Leamington. You can book a free fifteen minute consultation there to find out more, or take advantage of a 'taster' coaching session (by phone) for 45 minutes. If you have had Life Coaching in the past, you will know how beneficial it is. If you are thinking of having a 'top-up' session to discuss new issues in your life, I would be very happy to hear from you again!

(Please note I will be on holiday until Wednesday 22nd August.)

With very best wishes

Ruth

Taking Steps

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