



## The Taking Steps Newsletter January 2008

- **Happy New Year!**
- **New Course Starts Tuesday 22<sup>nd</sup> January**
- **Course taster (Time Management)**
- **Stress Management Training**
- **Personal Coaching**
- **TAC Open Day 26<sup>th</sup> January**

### Happy New Year!

What is the most inspiring thought you have had so far this year? It is an excellent time of year to be inspired to make changes, and the following thoughts may help you to sustain your positive approach throughout 2008.

- Make your goals achievable by keeping them simple, measurable and memorable. One small change on a regular basis can create a significant and lasting change.
- Write down affirmations for the new changes you are making. For example, 'I am creating.....' or 'it is easy to.....' or 'I am open to.....'
- Be grateful for what you have. Life is not just about goal setting, but about appreciating who, and what, we already have.
- Make time for yourself to meditate, relax, listen to music, read a book.
- Write down your feelings in a journal. It is a valuable method of exploring and expressing emotions. Looking back at entries made weeks or months ago helps to produce a healthy sense of perspective.

### New Course Starts Tuesday 22<sup>nd</sup> January

Making Choices, Making Changes

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

**Tuesday evenings**, from 22<sup>nd</sup> January to 11<sup>th</sup> March (excl 12<sup>th</sup> February).  
7.00 pm to 9.00 pm. Seven sessions in total.

If you are looking for inspiration, support, fun and challenge then this course is for you! Join us and you will...

- Learn more about yourself and what is stopping you from moving on in your life.
- Practise techniques that will help you to increase your self-esteem, change unwanted habits and find creative ways to solve problems.
- Benefit from spending two hours a week on your own personal development, in a friendly and welcoming environment
- Set achievable goals, based on your own values.
- Learn more about the benefits of Life Coaching and NLP

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....*

### Time Management (or managing yourself, so that you spend your time on what is important to you!)

When we think of time management we often think of 'to do' lists, appointments, planners and diaries. Often we get caught up in 'fire-fighting' activities, responding to one crisis after another, but neglect the important things that don't jump up and demand our attention. We can't eliminate 'urgent' tasks, but we can reduce the number of them by taking more control of our lives.

Write down the answers to the following two questions.

- (i) What is one thing you could do on a regular basis (that you aren't doing now) that would make a tremendous, positive difference to your **working life?**
- (ii) What is one thing you could do on a regular basis (that you aren't doing now) that would make a tremendous, positive difference to your **personal life?**

Examples of words and phrases that people usually write down include: *planning, maintenance, developing, creating, nurturing, preparing, thinking, personal relationships* and *physical relaxation*. The answers you have given may include similar ideas. They may not appear 'urgent' but they are clearly important, and incorporating them into our everyday lives can make life less stressful and more rewarding. How can you incorporate your chosen actions into your daily or weekly planning?

(For more about this approach to Time Management I recommend Stephen Covey's 'Seven Habits of Highly Effective People')

### Stress Management Training

In 2007 I delivered several successful workshops in local organisations, covering the four 'pillars' of stress management: **Assessments, Physical and Mental**

**Relaxation Methods, Communication Skills and Time Management**, and would be delighted to do so for your own organisation or company. Workshops and longer training programmes can be tailored to your requirements. If you would like to find out more about how this training can benefit you and your colleagues, please contact me and we can discuss it in more detail.

### Individual Life Coaching.

Individual Life Coaching continues 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! Or, you could join the *Making Choices, Making Changes* course to give you that impetus to change!

### Open day at the Traditional Acupuncture Centre (TAC), Leamington Spa.

The date for your diary is **Saturday 26th January** from 11am to 3pm. I would love to see you there.

\*Free consultations\* from a range of therapists.

\*Therapy "tasters" will be available (pre-booking advised).\*

Call TAC on 01926 450990 to book your "taster" session, or for more details.

With very best wishes  
Ruth

#### **Taking Steps**

<http://www.takingsteps.co.uk>

m.07887 848624

*Small changes make a BIG difference!*

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