



Cairn

The way to your future

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Welcome to all the new subscribers since last month.

I spent my second weekend out volunteering for the local wildlife trust. As I now have more time at the weekends, I decided to put it to good use, get some fresh air and exercise while helping out. The first session was a whole day clearing an area of scrub – it was hard work but very rewarding. This week was much more relaxed – helping to re-lay a new path up to the staff area. Not a very large area, so it didn't take long and there was time to clear a stream through the reserve, which had become blocked up from children throwing logs in! I'll certainly be back next month and if you're interested in finding out more about volunteering, check with some of your local wildlife organisations.

How are those New Year resolutions going? Have you managed to stick with them so far? For those of you who downloaded the [Life Balance Wheel](#) last month, did it throw up some interesting areas to be worked on?

What's in this issue?

- What's happening – Workshops/Teleclasses.
- This month's topic – Communicating Effectively.
- Coaching Packages for 2006
- Recommended Reading
- Website Tip
- Monthly Quote

What's Happening – Workshops/Teleclasses etc.

Just to let you know what's coming up in the next month. More details are available on my [website](#).

I started a blog last month, if you're interested in finding out more about who I am and how I work and pick up some extra tips, you can find it here.

Free Monthly Teleclass

Each month I offer a free teleclass on a variety of different topics. Here are the ones scheduled for February/March – both calls are at 6pm GMT (1.00pm EST).

February 28th – Boost Your Business. Give your business a boost and learn some easy ways to market your business more effectively. Email mktgintro@aweber.com to register.

March 14th – Get Control of Your Time. Tips and strategies to use your time more effectively and be more organised. Email timemgmt@aweber.com to register.

The 90 Day Product Factory

There is another [Product Factory](#) starting on March 20th. This is a great way to create your very own product or program for your business. It's a great step by step process taking you through from creating the initial idea to the final product in just 90 days. So whether you want to write a book, create an information product – audio, video, CD, DVD for your business this is one course that will help you do it. For more information – go [here](#).

Free Integrity/Focus Days

Free - one day a month – a great way to get focused on those tasks you've been leaving for a while or just to make a concentrated effort on a project.

Check in over the phone every hour to keep you focused and motivated. Achieve more than you thought possible in one day.

Why not get clear before the end of the month. Next date 24th February. More details and how to register [here](#).

Communicating Effectively

For me, communication is key to many things in life.

How often do we misinterpret what's been said or done, just because we don't know how to communicate properly? Making assumptions based on our own, perhaps narrow perspective and not taking into account what other people might be feeling or thinking.

How to communicate is something we learn early on in life and if we don't know how to do it properly or we get it wrong, it can lead to poor communication through the rest of our life as we fall into bad habits, feel uncomfortable having difficult conversations, avoid conflict or arguments and prefer just to keep quiet.

Learning how to talk and how to say what you feel is important in maintaining good relationships, not just in your personal life but with the people you work with. If you can't tell someone how you feel, how can you expect them to know? None of us are mind readers.

It can seem uncomfortable at first if you're not used to it and it may come out wrong but as long as your intention is genuine you will be able to get the message across, as long as the person is open to what you are saying.

Always be clear in the words that you use, the tone of your voice and think about the message you are trying to get across. In this age of technology with emails and text messages being used as regular means of communication, there is even more chance for confusion and misinterpretation. You can't communicate feelings or humour in an email. You need to know someone well to know whether a comment they've made is genuine, sarcastic or insulting. I've seen many email and text discussions being totally misinterpreted

An important part of communication is not only speaking but listening and listening properly, not just waiting for them to stop speaking so you can jump in. Really listen to what they are saying, forget about how you might be feeling for the moment, put yourself in their place.

If you have something important or difficult you want to say then:

- Set aside some time specifically to discuss it, when you're not going to be distracted or interrupted.
- Explain what you're feeling and what needs to happen or what you would like to happen.
- Ask for their reaction – how do they feel about what you've said.
- Don't be judgemental – accept what they are thinking and feeling.
- Allow time to adjust. Reacting in the heat of the moment is not always the wisest action.
- Make any serious decisions after you've had time to think things through.

Above all be honest. There's nothing worse than being told what someone thinks they want you to hear and then finding out later they were being less than honest with you or with themselves. Perhaps they didn't want to hurt your feelings but in the end it doesn't help either of you.

If you're not sure whether you've understood something correctly – ask. Many misunderstandings arise when people make assumptions about what's been said or what someone means. Your perception of the world around you is different from someone else's and what you're thinking may be different too.

Perhaps I'm too trusting but I will always prefer to assume "positive intent" when communicating with someone and I recommend that you do too. On the whole people aren't out to get you – so allow them to clarify if you think you may have misinterpreted or misunderstood what they said. Give people the benefit of the doubt until proven otherwise.

Coaching Packages for 2006.

This week is International Coaching Week Feb 5-11. Why not book a free 30 minute consultation and find out more about coaching and how it could enable you to be more productive, grow your business and improve your work life balance. Contact me today.

Start the Year – £120 (\$209)

- Three – 30 minute coaching sessions.
- Taken in six weeks or over 3 months.
- Get organised and improve your planning skills.
- Get a new perspective.
- Set your priorities.

Get Into Action - £360 (\$625)

- Nine – 30 minute coaching sessions
- Take over 3 months.
- Identify your core values.
- Balance your career, finance, health, relationships, friends, fun, learning.
- Create a plan for 2006.
- Get into Action.
- Stay on track week to week.

Contact me now for further details and to get some dates in the diary.

Recommended Reading: [Chocolate Busters by Jason Vale](#)

If you have a problem with chocolate then read this and change your view of the chocolate industry and what's really in your chocolate.

<http://www.amazon.co.uk/exec/obidos/ASIN/0007164009/clareevans-21>

Website Tip [The Phrase Finder](#)

Meanings and origins for everyday phrases and saying. Whether you want to resolve a friendly argument over how a saying or phrase originated or whether you just enjoy words, you'll probably find something here to interest you.

This Month's quote:

We are what we repeatedly do. Excellence then, is not an act but a habit
[Aristotle]

I've nearly finished my e-book which also got held up last month, so look out for details of that coming soon. If you're looking to get your money under control – you might find it useful.

If you were forwarded this you can sign-up to receive your own copy each month by sending a blank email to claresnews@aweber.com.

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Call me today to find out how to manage your time more effectively.

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