



Cairn

The way to your future

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clare evans

personal & business coach

www.clareevans.co.uk

Welcome to all the thirty new subscribers since last month.

March has started pretty well. I decided to go with the general idea of Lent and use this month to improve my general health and well-being, which has taken a bit of a back-seat recently with other pressures taking priority. Re-reading some of my own advice, I'm now getting up earlier to fit in a short session of yoga each morning. It's a lot easier now the mornings are getting lighter as Spring arrives. I've managed three sessions so far this week, even though I had an even earlier start yesterday morning with an early meeting. I can hardly touch my knees, never mind my toes when I start and it will be interesting to see if my early morning flexibility improves over the next few weeks. I'm also taking a supplement to help improve my energy levels so we'll see how that goes, drinking more water as well as getting out running on a more regular basis which gives me fresh air, exercise and time to think. Meditation in motion.

We all know what we should be doing but how many of us find other priorities or issues that take over and get in the way? Don't let your health take a back seat – make sure you put time in your diary to exercise regularly and make sure you're eating properly. It's the first thing to suffer when you're under stress.

Did you decide to make any changes for yourself this year – either as part of your New Year Resolution or maybe over Lent? By the way, today (8th March) is National No Smoking Day, here in the UK ... (hint!).

What's in this issue?

- This month's topic – Working From Home.
- What's happening – Workshops/Teleclasses.
- Recommended Reading
- Website Tip
- Monthly Quote

Working From Home

Many of the people I work with, work from home.

Balancing work within the home environment can often be difficult. If you're a Mum working at home, you may be juggling children, family commitments, running a household and working on your business.

If you're a Dad working from home, you have the added distractions of wanting to spend time with your family while keeping the focus on your business and maybe you also take on some of the household, child-care duties too.

It's good to have a structure in which to work which creates a balance between ensuring that work gets done and enjoying the flexibility of working from home without getting overwhelmed.

Create an "office". If you don't have one already – clear a space that you can truly call your office. Maybe you currently work from the kitchen table or a corner of your living room. Is there a space you can clear which can be your office?

If you run your entire business from home, it's more than likely that you'll have a specific room that is your office.

- Does it look like your office?
- Does it reflect your business?
- Do you have everything you need to hand?

Perhaps your office also double as a spare room, junk room or storage area. Is it neatly arranged or are you surrounded by boxes and other clutter?

What could you do to improve the environment in which you work? Keep papers in files and folders that you can put away at the end of the day. Have clear space around you as you work.

Keep to your office hours. You can be flexible with your working day but don't be tempted to blur the lines between your work life and your home life too much. By all means take breaks during the day to have some 'home' life, or time to get chores done. But place a time limit around these. Set a fixed start time and finish time to your working day.

Think about why you have chosen to work from home instead of working in an office. If you want to have a day or half day a week when you don't work, then do that. Book it out in your diary at the beginning of the week or month. You should be enjoying your time not struggling to juggle home life with work life. And that applies even if you do work in an office.

Set boundaries around your time. Have an answer machine you switch on outside of office hours.

- Just because the phone rings - you don't have to answer it immediately.
- Just because an email arrives in your inbox - you don't have to reply to it immediately.

At least not straight away. Schedule time each day to attend to these tasks and you'll be using your time more effectively.

Don't allow yourself to get into the habit of working all hours - late into the evening or on weekends just because your office is at home, only a few feet away and you can just 'pop in' to check emails.

Set boundaries with other people in your life. If you're in your office – you are working. If you get distracted, take a complete break and then get back into work mode. Be mindful of other people around you – if you're at home, they may expect you to be more involved. Explain when you can and when you need space, time or some peace and quiet.

Set the boundaries in the beginning and it will make it easier for everyone.

Working from home can bring a certain amount of guilt – you either feel guilty because you should be working when you are spending time with your family or you feel guilty when your working that you should be with your family.

Working for yourself is hard enough – don't be your own worst enemy and feel that you have to work all hours. You don't. Give yourself a break and keep some perspective on your work life balance. If you want to work four days a week, so you get to spend more time with your family, then do that! What's stopping you? Probably yourself.

Enjoy working at home and don't let it become a burden.

What's Happening – Workshops/Teleclasses etc.

Just to let you know what's coming up in the next month.

March 14th – Get Control of Your Time – 6.00pm GMT (1.00pm EST).

17th March – Integrity Day – 10am – 6pm GMT.

21st March – Boost Your Business – 12.30pm GMT (7.30am EST).

Full details and how to register are available on my [website](#).

Recommended Reading: The Speed Reading Book – Tony Buzan

Another one of my favourites from Tony Buzan. We are taught to read at school and our reading speed doesn't change much from then onwards. However, discovering a few simple techniques and tips it's possible to increase your speed significantly.

<http://www.amazon.co.uk/exec/obidos/ASIN/056348702X/clareevans-21>

Website Tip Live Science

A site full of fascinating information on all things scientific. I can't remember what drew me here initially probably following up on something environmental for one of the sites I subscribe to but it's one of those sites you can get lost in as you discover more and more.

This Month's quote:

One of those quotes that came up in conversation this week when discussing our own limiting beliefs and expectations that stop us from achieving success.

*"If you think you can or you think you can't, you're probably right,"
[Henry Ford]*

You can catch up and re-read past newsletters on my site. If you were forwarded this you can register to receive your own copy each month by sending a blank email to claresnews@aweber.com.

I started a blog at the beginning of the year, if you're interested in getting more regular updates and additional information and tips, you can find it here.

Clare



Clare Evans – Personal and Business Coach

Tel: +44 (0)1273 588297, Mobile: +44 07887 954512

Email: info@clareevans.co.uk

Website: <http://www.clareevans.co.uk>

Blog: [clareevans](#)

Partnership: [EvansHill Consultancy](#)

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