



# Cairn

One step at a time

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Welcome to all new subscribers since last month.

Another milestone reached – at the end of last month I reached 500 subscribers to this newsletter. One of my goals for this year is to double that by the end of the year and I'd like your help to do that.

If you enjoy receiving this newsletter – don't keep it to yourself, pass it on to your friends and colleagues, so they can appreciate it too.

The weather has been great as we progress into Spring and I've been making the most of my work life balance and getting out to enjoy the sunshine when I can. I've been able to cycle into town more frequently as the weather has improved although there's still been a chill wind. In fact last week my burst of energy resulted in two cycle rides, two runs, my Tai Chi session, two volunteering days up on the Downs AND out digging my garden. No wonder I'm exhausted!

In case you're wondering, yes, I did do some work! Several, articles written (I got another one published in Better Business Focus this month), website updated, new products available and a general spring clean and burst of energy. One of the joys of my work is that I can be more flexible about when I'm working. That does mean I often work in the evenings and at weekends, but I love what I do so it's not a problem and of course, I've got a pretty good work life balance myself.

My half-marathon last month raised a total of £1203.50 so far – don't ask who sponsored me the £3.50, probably courtesy of the taxman. Thanks to everyone who helped me to reach and exceed my target. Although I'm planning to run another half-marathon before the end of the year, I won't be looking for sponsorship for that one – just see if I can beat my time. I might also see if I can persuade a few of my female friends to join me for the Cancer Research Fit For Life runs over the summer.

Have you ever had a caricature done of yourself? I've been impressed by the talent of those pavement artists that set themselves up on the streets of Brighton or along the seafront in summer but have never stopped long enough to feel brave enough to get one done. I did sit for a portrait once at school but that's about it. I was therefore delighted to receive [this](#) in my Inbox last week, drawn for me by the very talented [Simon Ellinas](#).

I really hope you will be getting out and making the most of the sunshine this Easter AND taking time to relax. I've seen far too many people suffering from the effects of working too hard and not taking time out.

Enjoy the rest of this newsletter.

- Are You On Autopilot?
- What On, What's New
- Recommended Reading
- Fun Clip
- This Month's Quote

## Are You On Autopilot?

Here in the UK, we're coming up for the Easter weekend and the opportunity for a few days off. I'm sure quite a few of you will have been working hard since the beginning of the year, so I'd like to remind you to take time out to relax!

Maybe you've been functioning on automatic pilot – getting up, going to work, coming back home, eat, sleep. The same cycle day in, day out. Just going from one day to the next without really being aware of what's going on around you. Then trying to cram too much into the weekend when you don't have enough time to get everything done. I already know a few of you are planning to work as normal over this weekend – after all, when you run your own business – there's always something to be done.

How often do you stop and listen. Not only to how your body is feeling – where are the aches and pains, what little niggles are going on what thoughts go flying through your head when you stop for a few moments. Also become aware of what's going on around you – a barking dog, birdsong, children playing, traffic outside. Really thinking about and savouring the food you're eating. Being consciously aware of the task that you're doing.

As you know I'm all for work life balance and helping you to improve yours. We spend more than enough time at work and remember, we work to live, not live to work. However, more often than not, when we're busy thinking about balancing our life and fitting everything in, we can often neglect the one person in your life that's most important – YOU.

No doubt all you Mum's (and Dad's!) out there spend time looking after your families and making sure their needs are met. You're looking after your partner, making sure they're OK but how often do you take time out for yourself. Time to be totally selfish and think about your own needs.

How often does what you do enhance your happiness and well being or are you more often than not running round after everyone else?

If you don't look after yourself, physically, mentally and emotionally you won't be functioning as well as you can, which means your life, business and relationships can and will suffer. I know if you run your own business, you feel that you need to put in the hours but it doesn't mean you should let your own health and well being suffer as a result. Don't let exercise, healthy eating and sleep get pushed down your list of priorities because there's too much else to do.

Learn to work smarter not harder. Don't tell me you don't have time! The more you have to do, the more important it is to plan and organise what time you have. Remember my 'Time For Coffee' story from earlier this year? In fact the busier I get, the more efficient and productive I become.

What one thing are you going to do for yourself over this next few days? Take time out, sit down with a coffee or glass of wine and a good book, watch your favourite film, get some exercise. Treat yourself - a manicure, pedicure, relaxing or de-stressing massage (yes, you guys could do with a treat too), a night out, new CD/DVD.

*"The time to weave your parachute is not when you are about to jump out of the plane."*

Don't let things build up. Set aside a little time each day to look after your own well being. Take a look at the Life Evaluator Assessment to get you focused.

If you really want to improve your work life balance, use the time you have more effectively but can't see the wood for the trees, then give me a call let me help you make those changes.

## What's On, What's New

Up-coming teleclasses – yes, the dates for the next ones are up on my site and I've planned out the schedule for the rest of the year – see, I have been doing some work!

[FREE Integrity/Focus Day](#) - Get into action and power up your productivity in just one day. A great way to do those tasks that you've been leaving for a while on **Thursday 19th April**.

[FREE Get Control of Your Time](#) - Do more in less time. Discover a few key tips and strategies to enable you to be more effective on **Tuesday 24th April**.

**FREE Get Control of Your Money** - Would you like to be organised in managing your money? Discover a few simple ways to save your pennies and start making your money work for you on **Tuesday 22nd May**.

**FREE Find Time For Your Marketing** - Find time to market your business more easily and effectively. Find the key strategies you can use to be more effective, focus on what matters and get real results on **Tuesday 19<sup>th</sup> June**.

**Life Evaluator Assessment** – Go through 8 key areas of your life and find out how successful you are. Use the evaluator as a foundation and baseline for making changes in each area.

**More Money E-book** – Now even better value. If you're still dealing with those credit card bills from Christmas or looking to save up for a summer holiday, get your finances organised and learn how to create some good money habits.

### **Recommended Reading: Getting Things Done – David Allen**

This book is great if you like systems, as he really gives you a step-by-step process to get really organised in various aspects of your life. It can be quite daunting to follow every single thing he suggests and it takes time to put into practice as with most things but take what works for you and adapt it to your way of working.

<http://www.amazon.co.uk/exec/obidos/ASIN/0749922648/clareevans-21>

### **Fun Website Clip: Solar-powered Chariot**

Another great website clip – courtesy of YouTube. This one was posted on one of the many clubs I'm on. This guy could be on to something. George Bush being eco-friendly!?

### **This Month's Motivational quote:**

*"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Pasteur, Michelangelo, Mother Teresa and Albert Einstein". [H Jackson Brown Jr]*

If you'd like to make changes in your life and need the motivation, focus and support to help you do it, contact me to arrange for an initial exploratory session.

If you were forwarded this issue of the newsletter you can register to receive your own copy each month by sending a blank email to [claresnews@aweber.com](mailto:claresnews@aweber.com).

Until next month,

Clare



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