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Issue 31

# Cairn

## The way to your future

clare evans

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personal & business coach

[www.clareevans.co.uk](http://www.clareevans.co.uk)

Welcome to all the new subscribers since last month, especially all those of you in Canada who have joined in the last month.

If you were forwarded this newsletter just send a blank email to [claresnews@aweber.com](mailto:claresnews@aweber.com) and you'll automatically receive your own copy each month.

So how has this year been going for you? There are only six more weeks until the end of the year (where has it gone?). Now is the time to take a step back and see what you've achieved this year and think about what you'd like to achieve next year. As you know, January is always a good time for resolutions and we all make them with the best of intentions. February is about the time the good intention runs out. This year, let's make 2007 the year you make a real difference to your life by making some long lasting, meaningful goals and resolutions.

I'll have more for you on this next month but to get you thinking – why not get a head start by creating your own Goals Report. <http://www.FreeGoalsReport.com/cmd.asp?a=105065&id=1627>

### How You Can Help Me?

I've created a brief online survey to find out what's important to you and what you would like to do differently.

Your responses will help me to find out what's important to you and where you need to make changes. Please spare a few minutes to click on this link and complete the survey – there are only seven questions and it should only take you a couple of minutes.

<http://www.surveymonkey.com/s.asp?u=781912869049>

Enjoy the rest of this month's issue.

- Your Help appreciated.
- What's Happening – Teleclass.
- Recommended Reading
- Fun Website of the Month
- Monthly Quote

### Procrastination

What is it – apart from something that we all have a tendency to do? Well, according to one definition it's "to put off till another day or time; defer; delay." Well, that doesn't sound **too** bad but how often have you made yourself 'busy' just because you're putting off doing something you're resisting?

Although this is something I've written about before, it's come up several times for a few of you so I thought I'd share a few of my procrastination breakers.

**Break It Down.** To help reduce procrastination, try breaking a larger task down into smaller tasks, so it doesn't seem quite so onerous. For instance, if you need to write a report that you think is going to take days to write – take five minutes just to get a few ideas on paper. Next time – add a bit more, refine it, add a bit more content. Schedule time to come back to it later either in a few hours or the next day or later in the week and complete a bit more. Once you get started it's surprising how much easier it can be to keep going.

**Quick Bites.** The easiest way I have found to tackle many things is by spending just 5 or 10 minutes on a task. You'll increase your productivity when you give yourself a time limit and it's less daunting than needing to spend an hour or more on it and less excuse to procrastinate.

Putting off that pile of filing? Spend 10 minutes tackling the top of the pile or start to reduce the pile by sorting out all the papers that go into the same file or relate to the same subject. Repeat this at regular intervals throughout the day or set aside 10 minutes at the beginning or end of every day to do a little bit more or to keep on top of it.

**Just do it!** Putting something off like a phone call or an email? Instead of saying to yourself, 'I'll do it in a minute, or I'll do it later ... do it now. Just go for it and get it out of the way and then you can move on and stop worrying. I find this technique works really well. Catch yourself putting something off and just do it.

Sometimes we put things off because something doesn't 'feel right'. How many times have you had a decision to make or something that needs doing and by delaying the need disappears? That's not an excuse to procrastinate, just an indication to look at where the resistance is coming from and why.

When you procrastinate, what are you resisting? The more you resist, the harder it becomes, so assuming the task is worthy of your attention in the first place, take action sooner rather than later.

If it's worth doing – do it now! If it's not, then just let it go and stop worrying about it.

### **What's Happening – Teleclass:**

If you want some additional tips for getting the most out of your time then come and join this month's teleclass:

**Tuesday 21<sup>st</sup> November - Get Control of Your Time.** Find the time to increase your productivity. Plan your day more effectively, organise yourself, so you start to use the time more productively and are less stressed.

If money is one of your top worries then don't forget to take a look at my e-course and make a difference to your finances in time for Christmas.

**More Month Than Money - ebook.** A step-by-step process to help you make the most of your money. Full details are on my website <http://www.clareevans.co.uk/moremoney.htm>. 10% of all proceeds go to **Cancer Research**.

Full details of **all** the teleclasses and how to register are available on my [website](http://www.clareevans.co.uk/services/GroupCoaching.htm).  
<http://www.clareevans.co.uk/services/GroupCoaching.htm>

### **Recommended Reading: [The Elephant and the Flea – Charles Handy](#)**

I'm forever picking up books and I couldn't resist a few more this weekend, so I'll be getting lots of reading done in the next few weeks. Here's one that sounds interesting for all your solo-preneurs leaving or wanting to leave the world of the elephant.

<http://www.amazon.co.uk/exec/obidos/ASIN/0099415658/clareevans-21>

**Eco Website:** <http://www.greenshop.co.uk>

If you've started shopping for Christmas, think about some eco-friendly Christmas presents or just for fairtrade, sustainable, low impact products for everyday use. Take a look at your local charities for recycled cards and paper.

**This Month's quote:**

*"You don't have to be great to get started but you do have to get started to be great"*

Have a productive, action packed month.

Clare

P.S. 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).



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