

The Examined Life, How Close to the Line Is It?, Edition 14, April, 2005

A free, electronic newsletter brought to you by:

Debra Exner, CPCC
Business & Personal Coach
Exner & Associates
Examine, Explore and Excel!
<http://www.ExnerAssociates.com>

In This Issue:

- How Close to the Line Is It?
 - Tip: Apply the Pareto Principle
 - Relocation Update
 - Upcoming Events
-

How Close to the Line Is It?

How many of you have ever felt like you have too much to do? OK, you can all put your hands down now.

In *Making Work Work*, Julie Morgenstern suggests evaluating the things on your To-Do list by thinking about how many steps a task is from the Revenue Line. She defines the revenue line as the point at which you or your company are making or saving money. For example, for me, coaching calls and processing credit card payments are 1 step from the revenue line, attending networking meetings or speaking are 2 steps and redesigning my functional website or tracking coaching hours for the next level of certification would be 3 or more steps from the revenue line.

In our discussion group about the book, we discussed other measuring lines that might be equally important to us, such as a Health and Well-Being line, a Customer Satisfaction line or a Quality Relationships line. What are your three most-important Lines?

a time management software program called ResultManager suggests that we always write down the purpose or reason for an activity that we are adding to our To-Do list. It goes on to suggest that if we don't do this, if we are too busy doing things to think about why we are doing them, we will always be trapped. Are you ready to break free?

Tip of the Month: Apply the Pareto Principle

The Pareto Principle states that a minority of causes, inputs, or effort (say 20%) yields a majority of results, outputs or rewards (say 80%). So try this: write down everything that you think needs to be done this week. Looking at both short-term and long-term consequences, if you could only accomplish 20% of what is on the list, which activities would you choose? What would happen if you didn't get the rest of it done?

Relocation Update

Things are moving along on our plans to move to Phoenix. Our target date is the end of August, depending on what is available in the housing market during July and other logistical arrangements.

In the meantime, we're chipping away little by little, going through possessions and deciding what's a keeper and what can go. It helps to weigh – and I mean that literally -- the likely cost of moving something across country against its usefulness or pleasure-value.

I've also entered the period of "lasts" – last concert, last Toastmasters meeting, last ICCA meeting, in this area. I'm excited about what's ahead and it's hard to say goodbye to things and people who have been a part of my life for quite a long while. I do intend to come back and visit so in some cases it's just "until later."

Coming Events

Jump Start Your Career Change – The Pathfinder Book Discussion Group

Dates: Wednesdays 4/27, 5/11, 5/18 and 5/25

Time: 7:30-8:30 pm Eastern Time

Group Size: 8-10 people

Fee: \$49 (Includes the book which will be mailed to you upon registration!)

The book, *The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success*, by Nicholas Lore, has three sections:

- Living the Life You Love
- How to Get There from Here
- Designing your Future Career

In our introductory call we will discuss goals and some reading shortcuts and strategies. Then, we will read one section per week for the next three weeks. Each week we will have a one-hour group discussion (via phone conference) about that section. Not only will this group get you reading, but you will also be encouraged to do many of the exercises in the book!

Ready to take a big step forward towards more satisfying work?

Contact me today to sign up! Email: dexner@exnerassociates.com or call: 480-272-0763

80/20 Principle –Book Discussion Group

Dates: Mondays May 2, 9, 16 and 23

Time: 7-8 pm Eastern Time

Group Size: 8-10 people

Fee: \$49 (Includes the book which will be mailed to you upon registration!)

Many of us have heard of the Pareto Principle – that 80% of results, outputs or rewards comes from 20% of the causes, inputs or effort. This book, *The 80/20 Principle: The*

Secret of Achieving More With Less by Richard Koch, helps you identify the 20 percent that will bring you the greatest benefit. The book has four parts:

- Overture (an introduction to the principle)
- The principle applied to Corporate Success
- How you can use the principle to work less, earn and enjoy more
- Crescendo – arguments to the nay-sayers and ideas for how to apply this principle to the ills of society at large

A quick look at reader reviews on amazon.com will show you that reactions to this book are mixed, though the majority is highly favorable. Once you get past all the quips about how the author could have conveyed the same information in 20% of the time, you'll read how many feel the book changed their lives.

What's a virtual book discussion group?

Interactive, informative and fun, a virtual discussion group is just like attending an in-person book group but instead of driving, parking and making sure your hair is combed, all you need is a free hour and a phone! The discussion groups above meet for four, usually consecutive weeks, one hour each week. The commitment to the group will keep you on target with the reading and the discussion will help you find ways to apply the ideas to your own work and life.

Many of my clients come to me because they want to increase their satisfaction with their work – they want to transition to a different career, their job has ended and they need to find new work, they want to start their own business, they want their current business to stop running their entire lives or they may be in a life transition that has them thinking about what's next (i.e., the kids have grown, they want to partially retire, etc).

If you are ready to make changes in your business and personal life or know someone who is, I'm looking for you. I work primarily with people in career transition and with self-directed individuals and business owners who want to maximize their effectiveness and satisfaction at work while maintaining a healthy life/work balance. Curious? Email me at DEXner@ExnerAssociates.com or call 480-272-0763 to schedule a complimentary 45-minute coaching session.

If you are enjoying this newsletter, please forward it to your friends and colleagues! Or direct them to the subscription form and past issues at exnerassociates.com

Thanks,

Debra Exner, CPCC
Business & Personal Coach
Exner & Associates
Examine, Explore and Excel!
DEXner@ExnerAssociates.com
<http://www.ExnerAssociates.com>
phone# 480-272-0763

Learning is not compulsory... neither is survival.
— W. Edwards Deming (1900 - 1993)