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Click for section: [Features](#) [Offers](#) [Resource](#) [Tip](#) [Where](#) [About](#)

a MESSAGE from SYLVIA

Stop Shooting Yourself in the Foot



This month I am delighted to bring you the 50th edition of my ezine! Time passes so quickly; it seems like yesterday when I sat down to write the very first one. I want you to know that creating each and every newsletter is a joyful, reflective experience for me. As many of you realize by now, I am committed to delivering high quality content designed to move YOU forward. In my mind, these ezines provide a service—if you choose to use the material I give you and run with it.

Today's ezine is no exception. As I begin my seventh year in business, I've decided to share a big observation: Too many professionals, particularly managers, stay stuck because they cling to beliefs, assumptions, habits, and actions that do not serve them or their organizations. I suggest that you stop

shooting yourself in the foot and give up something that holds you back from performing at a higher level.

Let me give you an example of what I mean. Over and over throughout my traditional career I saw evidence of both peers and staff resisting a new idea, a different process, or a fresh approach to an old problem. What I heard was this litany: “But we’ve always done it the other way.” Folks, that kind of thinking isn’t going to work. It’s time to give it up. As a coach, I’m giving you permission to drop it in the trash can now. History matters only to a point.

In my feature article below I’ve identified five things that I believe you must release before you can progress on the path to reaching your potential.

[back to Ezine top](#)

FEATURE ARTICLE

5 Things Managers Must Give Up and Why

As a manager, you are used to piling more on your already full plate. But I’m going to suggest that you create some space on that plate by giving up one or more of the following, and I’ll tell you why.

1. Need to be right

Do you honestly believe that your way of doing anything is best? Do you feel threatened when others question your decisions or actions? Do you live nervously on the defense? Do you conduct business with a strong sense of *shoulds* and *musts* for folks in your world? If so, your need—and insistence—to be right damages relationships everywhere you go. It reflects an overinflated sense of importance and authority.

2. Desire to do everything yourself

Do you fear losing control? Afraid somebody else may do a better job than you? Do you think people may perceive you as lazy if you delegate certain tasks? Don’t you trust folks to do things right? Do you believe you’re imposing on others if you ask them to help? If any of this is you, then be sure you’re building a culture of suspicion, competition, and independence.

3. Perfectionism

Are you hyper critical? Do you procrastinate? Do you view anything less than perfect as a type of failure? Do you have unrealistic standards, focus on tiny imperfections, and beat yourself up for

occasionally missing the mark? If so, your perfectionistic tendencies are dragging you down, adversely affecting staff morale, and creating more stress than necessary for you and those around you.

4. Clutter

Do you have difficulty locating things quickly? Are you embarrassed by the amount of paper piled on your desk? Do you have to work at finding a place for others to sit in your office? Do you struggle with throwing out items you no longer use? If you see yourself here, know that the mess is sending an unspoken yet clear message that you are disorganized.

5. Negative mental messages

Do you tell yourself that you are inadequate for the job you hold? Do you constantly focus on your areas of weakness? Do you privately flog yourself for past mistakes, failures, and errors in judgment? Do you wonder why anyone would value your views? If you permit this sort of mental chatter to consume your thoughts, you hold yourself hostage. While others may not know what's circling around in your head, they see evidence of it in your speech and actions. Your thoughts create your reality.

The five things I think you need to give up? They are destructive. They keep you stuck, and they model nonproductive behaviors to people who are watching. Is that what you want?

[Back to ezine top](#)

What Clients Say

The #1 thing I had to give up—if I was going to be successful in my career--was my belief that I would never have enough smarts and skills to manage my employees more effectively. I hired Sylvia to help me move beyond that limiting, negative mindset and teach me how to stand taller in my role with greater confidence. Over a period of several months I was amazed that I could actually track my progress in this area. It felt so good to be able to see light at the end of the tunnel.

--Constance P.

Health care services, Pennsylvania

[back to Ezine top](#)

Offers and Opportunities

WHY NOT GIVE IT UP NOW?

The first two people to contact Sylvia directly at 717-761-5457 or sylvia@launchinglives.biz will benefit from a FREE 30 minute phone strategy session that provides the tool(s) you need to release the habit or actions currently holding you back from performing professionally at a higher level. So what are you waiting for? Schedule your career changing (and perhaps life changing) call today! Take advantage of this no obligation opportunity. Sylvia is waiting to hear from YOU.

[back to Ezine top](#)

RESOURCES

Sylvia's Suggested Reading

Check out Brian Tracy's pocket sized guide entitled: *Delegation and Supervision*. Along with a discussion of the myths that block managers from delegating well or at all, it reveals 21 time tested ways to delegate effectively—and avoid the problem of reverse delegation. If you are not familiar with Brian, get to know him through this rather new resource that has the power to create ongoing wins for you and your staff. Available on Amazon.com for \$9.00.

Gail Blanke's paperback book, *Throw Out Fifty Things: Clear the Clutter, Find Your Life*, provides a road map for letting go of extraneous stuff at home and at work. This 2010 resource not only discusses material possessions but also mental clutter that makes you miserable. Amazon.com offers it for \$14.00.

[back to Ezine top](#)

TIP

Select one belief, habit, or behavior you need to give up. Make sure it is something that negatively impacts your job performance. Write this down on a 3x5 card and stick it to your bathroom mirror as a reminder of your commitment. Identify both the personal and organizational benefits to unloading it. Then determine your strategy for achieving your goal. Know what success will feel and look like.

[back to Ezine top](#)

Where in the World is SYLVIA?

A Busy Summer Planned

This month Sylvia is focused on preparing presentations and workshops for various organizations and groups throughout the remainder of 2014. If you haven't looked at the Launching Lives website Speaker's Page, [click here](#) to gain access.

Sylvia also is writing marketing copy for a very useful teleseminar to be announced in mid July. If you have participated in previous audio events, you know you will receive a lot of rich content. Watch your email inbox for more information.

[back to Ezine top](#)



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About This Ezine

The purpose of this Ezine is to: 1) Provide readers with valuable FREE content which contributes to personal and professional growth as well as overall career development; and 2) Invite readers to take next steps toward working directly with Sylvia.

Back issues are [available here](#). Send an email by [clicking here](#) to manage your free subscription. Sharing content with attribution is encouraged as is forwarding the Ezine email. Include launchinglives.biz in your list of safe senders or friends, depending upon your email software, to be sure you receive the monthly emailed issues.

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[back to Ezine top](#)

About SYLVIA

Sylvia Hepler, Owner and President of Launching Lives, LLC, specializes in career development for both corporate and nonprofit executives and managers. Based in South Central PA, she specifically supports clients as they upgrade their current job performance, seek a promotion, or plan/navigate a career transition. What makes her services unique is that Sylvia helps people to cope with change, loss, and grief as they work on developing their careers. Her professional background includes: nonprofit executive management/leadership, nonprofit community health program start-up, program evaluation, public speaking, business and freelance writing, teaching, and retail sales.

A certified executive coach through The Rescue Institute in Golden, Colorado and Quantum Endeavors in Chicago, Illinois (plus a participant in extensive continuing education opportunities with several coaches of national notoriety), Sylvia offers individual and group coaching, assessments, teleseminars, workshops, keynote speeches, and retreats. She also has created tangible and downloadable products that augment her coaching and speaking services.

For more information and to connect with Sylvia try:

[Launching Lives Website](#)

[Click to contact Sylvia by Email](#)

Reach Sylvia by phone at **717-761-5457**

[back to Ezine top](#)

Launching Lives SERVICES

Launching Lives, LLC is a full service career development company for managers and executives located in South Central PA. Utilizing a holistic approach to service provision, Launching Lives focuses on supporting clients as they create the platinum level career they desire by upgrading their job performance, seeking a promotion, or planning/navigating a career transition

Often people don't really know HOW they might benefit from coaching. Quite simply, ask yourself these questions: "What can't I seem to resolve on my own? What is keeping me awake at night? What am I missing when I look at a certain situation? How can I get to the next professional level? How can I learn certain skills quickly? How can I narrow my professional gaps? How can I motivate my staff? How can I communicate more effectively so I serve myself and others better? How can I reduce my work-related frustration? How can I develop a viable plan of action for myself and/or my organization? How can I obtain greater job satisfaction? Coaching may be the SOLUTION to any of these issues.

[*back to Ezine top*](#)

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