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a MESSAGE from SYLVIA

Want a Better New Year?

As you know, a brand new year is just around the corner. Hard to believe, isn't it? I think December is an ideal time to review the past twelve months: Your individual accomplishments, team successes, strategic plan progress. But there's something else December is good for: Taking a serious look at what didn't go well and pondering how to change that.

It's not unusual for my private clients to ask me what they should do differently in a new year. Of course my answers vary based upon what I know about each person and their situation. That said, I don't hesitate to tell you that improving communication is a common theme.

In my own business life I see evidence of the need to communicate more clearly, simply, and comprehensively every day. Recently someone in my area invited me to speak at a group event which I



assumed would be held at a local hotel. In an email this person gave me all of the other details including the date, time, and preferred topic. He told me a little bit about the expected audience and what they hoped to gain from my presentation. Only when we got on the phone a few days later did I learn about the out of state location. Wow! That was a game changer. My schedule did not allow me to be gone for a couple of days that particular week. An essential piece of information was omitted from the initial message. Needless to say, the man was embarrassed. He told me that this situation taught him to consider all aspects of an event that would impact a speaker—and to review email content before hitting “send”.

My feature article below identifies several additional behaviors and activities to **STOP DOING** in 2016. Do any of them resonate with YOU?

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FEATURE ARTICLE

STOP Doing These 7 Things in 2016

Most people agree that life is complex and demanding today, even when we are on top of our game and circumstances are ideal. The level of complexity and frustration increases whenever ineffective, defeating behaviors enter the picture. Do you see yourself in one or two of the following?

Complaining

When things don't go your way, do you moan about it? When you have too much work on your plate, do you grumble?

Agreeing with everybody about everything

When you strive to be nice all the time (no matter what waves ought to be made), you may not be taken seriously. People doubt your truthfulness.

Procrastinating

Have you stared at the same three tasks on your “to do” list for a month now? Did you tell somebody last week that you'd get back to them with an answer and you still haven't done it?

Making promises you can't keep

To avoid disappointing folks you may promise the moon, only to discover that you can't deliver. This damages your professional reputation.

Trusting blindly

Do you assume your star employee knows how to do everybody else's job?
Do you believe your absentee boss has your back?

Ignoring the bigger picture

You may think you are an exceptional performer by doing great work and meeting all deadlines. But if you don't understand how your slice of the pie fits in with the company mission, you probably won't go far.

Failing to take time off

Are you chronically fatigued, fed up, sick, or burned out? Studies show that the majority of Americans need to keep closer track of their paid leave time and use it.

Here's the bottom line: The things you need to stop doing—as long as you keep doing them—cost money, relationships, health, and time.

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What Clients Say

If I hadn't worked with Sylvia when I did, I would have lost my mind. As a lifelong people pleaser, I let others walk over me—especially my multiple bosses. Things had escalated with my onsite supervisor to the point where I believed I couldn't take it anymore. He had expanded my role within the company to the extent where I was doing two full time jobs. I was working sixty to seventy hours every week, including wining and dining prospective clients at night. I was totally exhausted, and my health was suffering. Sylvia taught me how to converse with this authority figure in a way that led to greater respect for me. Eventually, I reduced my work load through negotiation—something I had never attempted in three decades. It felt wonderful.

- Barbara L., Wealth Management, Dauphin County, PA

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Offers and Opportunities

Want Sylvia to Coach You This Winter?

Sylvia has decided to offer a total of 4 FREE 30-minute private coaching phone sessions to ONE professional during the months of January and February.

Here's how it will work: If you believe you could benefit from working with a coach and honestly know you cannot afford the fees due to unexpected difficult circumstances in your life, send an email to sylvia@launchinglives.biz and explain your situation. Be sure to include your reason(s) for needing or wanting an executive or career coach. In order for YOU to be chosen as the recipient of this gift, you must convince Sylvia that she should select you rather than someone else. No one is entitled to this special offer. You must earn it through your email message which must be received no later than December 18th.

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RESOURCES

Sylvia's Personal Checklist

Run through this quick and easy "STOP DOING" checklist at the end of each work week to assess your status:

_____ I proactively managed my tendency or temptation to complain.

_____ I respectfully questioned/challenged ideas with which I disagree.

_____ I tackled what needed to be done without unnecessary delay.

_____ I considered all aspects of tasks, projects, and activities before I promised to do them.

_____ I put my trust in people who, by demonstration, have earned my trust over a period of time.

_____ I connected the dots between my work and the organization's mission.

_____ I honored my need for breaks, meals, a day off, or a vacation.

_____ I communicated clearly and comprehensively with employees, colleagues, stakeholders, and bosses, both verbally and in writing.

Once you complete the checklist for the first time, take a look at the weak links. How can you strengthen them?

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TIP

Identify your biggest problem or challenge at work now. Look at how

your behavior created or contributed to that problem. (For example, perhaps you are making a lot of mistakes that negatively affect others on your team. It may be that your constant and frenzied multi tasking causes you to make those errors.) Once you put your finger on your role in the issue, make a conscious decision to alter your behavior. Then come up with a strategy that allows you to follow through and hold yourself accountable.

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Where in the World is SYLVIA?

On December 5, 2015 Sylvia participated in the South Central PA Dress for Success Professional Women's Group conference held at the Capital Blue Store in Enola. A featured speaker each year, Sylvia's presented a workshop that focused on how women can look out for and support other women in many different ways.

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Join Sylvia on these social networks!

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.

Launching Lives Ezine is dedicated to “building people ... building businesses.” ©2010, 2011, 2012, 2013, 2014

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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**

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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.

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