

John E. Long
Career Coach

John is a Global Career Development Facilitator and Professional Career Coach. He works with a broad range of clients seeking assistance with career exploration, career development and career transition. John has specialty training in the interpretation of personality and career assessments, such as the MBTI®, Strong® and WPI®. He also focuses on work-life balance, time and stress management, and examining life roles.

John offers customized services to identify what motivates each client and to clarify aspirations the client can pursue with passion. Coaching is about support, encouragement, and action to meet the client's needs and achieve meaningful results.

SERVICES OFFERED

- Career Coaching
- Executive Coaching
- Interview Coaching
- Outplacement Coaching
- Testing & Assessment
- Career Development
- Talent Development
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Contact John for a complimentary phone consultation.

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A NEWSLETTER OF PERSONAL
AND PROFESSIONAL GROWTH
FROM JOHN E. LONG, MS, GCDF, CPCC



Rest for Success

Are you overscheduled? Obsessing about your career? Fantasizing about lolling on an exotic island beach? You may be overdue for some rest. As the pace of modern life accelerates, the need for rest sometimes gets pushed to the bottom of our to-do list—when rest is exactly what we need to perform at our peak.

The Value of Rest

Rest is essential for your physical and emotional well-being. It dissipates the pressures that build up in your mind and body and is vital to the immune system. Thus, rest is even more essential when you lead a high-stress life or are passing through stressful circumstances.

With a well-rested mind and body, you feel centered and balanced. Instead of having to “push the river,” as you do when you’re overextended, you are once more in the flow, creative and at ease. And more productive.

Become Aware of the Warning Signs

The need to rest always announces itself: the stubbed toe, the dropped pile of papers, the missed appointment. Heed these early-warning signs and find ways to release tension before it builds to irritability, anxiety and, eventually, lack of productivity.

Tips for a Restful (and Truly Successful) Life

Sleep, of course, is the most essential way to recharge the mind and body. Here are some other suggestions:

Use breaks effectively. Do take breaks! Even one minute with your eyes closed, focusing on your breath, can recharge you. Take five minutes to

visualize the success of your current project. Keep a mini-trampoline—or other exercise equipment—in your workplace. Refreshing yourself with exercise can be just as helpful as a nap.

Find time to play. Turn “recreation” into “re-creation.” Gather some friends to play board games or soccer, or to sing. Find activities that create laughter, which benefits emotional and physical health.

Stay mindful—nurture ongoing restfulness.

When we become tense, we tend to breathe shallowly. Train yourself to be aware of your breath—while on the phone or computer, in your car, or while simply waiting for something. Learn relaxation skills that support your well-being, such as deep breathing and guided imagery. These mind/body techniques facilitate doing *everything* more restfully. Notice the demands you place upon yourself and others, and stop pushing so hard. Let what you do be fun.

Spend time in silence. Seventeenth-century statesman William Penn wrote, “True silence is the rest of the mind; it is to the spirit what sleep is to the body.” Meditation is a great way to rest the mind and body and restore balance.

And, finally...do something new. As the old adage says, “A change is as good as a rest.” Do something you haven’t done for a long time: visit the zoo, rent a kayak, have lunch in a neighboring town. When you do something new, you open yourself to insight, inspiration and guidance. ●

Top 10 Ways to Clean Up Your Financial Act

Almost everyone's finances can use a little cleaning. So whether your finances just track a little dirt into the room or have you wading hip deep in muck, below are 10 practices that can clean you up.

- 1. Know your numbers.** Your income and expenses, credit score, interest rates you pay and earn, etc. When it comes to money, knowledge truly is power.
- 2. Keep it separate.** If you run a business, don't mix personal and business finances.
- 3. Know your type.** Knowing if you tend to be a spender, saver or avoider helps you steer clear of default behavior.
- 4. Don't spend what you don't have.** Sound advice that many ignore—and regret.

5. Save, no matter what. Even if you save only a few dollars at first, what counts is the habit.

6. Stay organized. Physical clutter contributes to mental clutter, which exacerbates financial avoidance.

7. Create a monthly spending plan. The plan keeps you aware of disparities between income and expenses.

8. Bank/pay bills online. The benefits of 24/7 access outweigh perceived security risks.

9. Be card-conscious. Pay off purchases every month or pay your card BEFORE you make a purchase.

10. Find a money tracking system—and stick to it! Consistent action is more important than the system you choose. ●

Self-Quiz Do You Give It All Away?

Most of us have been taught that it is more noble to give than to receive. While giving can be a worthwhile experience, giving too much of our time and energy can be detrimental to our physical and emotional health, leading to anxiety, overwhelm and burnout. Take this quiz to see if you are giving it all away.

True False

- 1. I force myself to do things even when I don't have the energy to do them.
- 2. I ignore my body's "no" signals when I think a colleague's or coworker's needs are greater than mine.
- 3. I hate conflict, so I'll do whatever it takes to avoid it, which often means doing something I don't want to do.
- 4. In order to provide luxuries for my family, I work more hours than I want to.
- 5. I schedule my work time around my clients' needs rather than around my own.
- 6. The amount of time I spend listening to others far exceeds the amount of time that others listen to me.
- 7. I can't say no when worthy causes ask me for money.
- 8. When I'm out to dinner with people who have less money than I do, I feel obligated to pick up the check.
- 9. I volunteer for my place of worship or other organizations, even when I don't have the time.
- 10. If I don't answer all the emails I receive, I feel guilty.
- 11. I'm the person everyone calls when they need someone to fill in at work.
- 12. People won't like me if I say no.
- 13. My children's happiness comes before mine. I'll do whatever it takes to make them happy.
- 14. I have a hard time saying no to my romantic partner or spouse because I want him/her to be happy, even if saying yes makes me unhappy.
- 15. I feel selfish if I don't share what I have with others.

If you answered true more often than false, you may want to get clear on your values and priorities and learn more about setting boundaries. Please don't hesitate to call if you'd like to explore this issue further. ●



What would it take for you to stand out in your career?

“If I have ever made any valuable discoveries, it has been owing more to patient attention, than to any other talent.”

—Isaac Newton, mathematician & physicist (1642–1727)

Relevant Reading

The Secret of Transitions: How to Move Effortlessly to Higher Levels of Success, by Jim Manton

Hug Your People: Hire, Inspire and Recognize Your Employees to Achieve Remarkable Results, by Jack Mitchell

Left on Red: How to Ignite, Leverage and Build Visionary Organizations, by Bill Glynn

Management Gurus: Lessons from the Best Management Books of All Time, from Soundview Executive Book Summaries

The High Achiever's Guide to Happiness, by Vance Caesar & Carol Ann Caesar

How to Get Out of Debt, Stay Out of Debt, and Live Prosperously, by Jerrold Mundis

Bullying on the Job

Say the word “bully,” and most people imagine a childhood playground and stolen lunch money. As traumatic as childhood bullying can be, workplace bullying can have an even bigger impact on the psychological and physical health of the victim. It also adversely affects other employees, the organization as a whole and that all-important bottom line.

The Impact and Cost of Bullying Lower Productivity

How it costs the victim. When a person is being bullied at work, it’s difficult to stay on-task and do one’s best work. He or she is likely feeling distracted, disheartened and disempowered. The stress of the situation also may be having physical effects, such as difficulty sleeping, fatigue, digestive problems, headaches or muscle pain.

For many of us, our self-esteem is closely tied to our work performance. We want to do good work and be recognized for that. If, instead, a worker is ridiculed or bullied in other ways, his or her self-esteem and confidence will decline.

How it costs the company. When employees are not working to their full potential because of bullying, they’re not helping the organization achieve its goals, and may even be undermining them. They’re paid for their contribution. If they don’t perform, there’s no return on that investment.

Damaged Relationships

How it costs the victim. In a worker’s search for sympathy and support, he or she may turn to gossiping or complaining, instead of more productive solutions. And that can affect credibility, making it harder for the victim to find resolution or gain any support. Without realizing it, he or she could also be perpetuating a toxic workplace environment that will just breed more bullying.

How it costs the company. When teams of employees aren’t working well together because of unhealthy relationships and bullying, it may mean that:

- More employees will quit or call in sick.
- Innovation and creativity will be down because people don’t feel safe enough to take risks or make suggestions.
- Work will be done inefficiently because team members aren’t communicating clearly.
- Employees will take out their frustration and anger on customers.

- The company will have to pay litigation fees and/or damages to the victim of bullying.

How to Spot Workplace Bullying

Bullying is not always easy to spot; there may be a gradual build-up of subtle intimidation or undermining behaviors. Here are some things to look for. Is someone at work continually:

- Threatened with physical violence or unwarranted pay cuts, firing or disciplinary action?
- Criticized or berated in front of the team? Always made to be the scapegoat and inappropriately blamed for disappointing results?
- Assigned tasks in which he or she is set up to fail, such as things that aren’t in his or her skill set or can’t be done in the time allotted?
- Purposefully isolated from the rest of the team by being left out of the loop or not invited to meetings or events?

What to Do If You’re Being Bullied

Acknowledge the situation and take care of yourself. Drs. Gary and Ruth Namie, authors of *The Bully at Work*, urge you to be honest about what’s happening; don’t minimize it. And then take some time away from work so that you can explore your options, and restore your physical and emotional health. Find an impartial source of support that is not connected with your company.

Confront your employer.

When you feel strong enough, confront your employer about what’s been going on. Nothing will change if you don’t. The Namies recommend that when you’re approaching your superiors, focus on the costs of the bully to the company. If you focus on the emotional impact on you, you’re more likely to be discredited. Simply present the facts: what was said, what was done and the impact on the company’s bottom line.

Plan your exit strategy. Be clear about your own bottom line. What needs to happen in order for you to stay at the job? Does the bully need to be disciplined, transferred or fired? How long will you wait for things to improve? Will you ask for compensation? Pursue litigation? What are your next steps for finding a new job?

Whether or not you end up with a positive resolution at that workplace, remember that the bully has not taken away any of your accomplishments, skills or potential for future success at work. ●



BEYOND the Box

The following questions are designed to broaden perspectives, to open vistas, to widen the lens. There is no one right way to approach them. You can journal about them, talk to friends, create art, ponder them while driving or working out, dance them—whatever helps you explore “outside the box.”

1. How can you bring more play into your life?
2. What do you do on a daily basis to nurture restfulness?
3. Are you a spender, saver or avoider?
4. What step could you take today to clean up your finances?
5. What are you giving away, and to whom, that depletes you?
6. In what situation do you need to say “No” in order to take care of yourself?
7. Is there a bully in your work life? How could you help defuse or eliminate that situation?
8. What situation of intimidation have you witnessed and not spoken up about?
9. Is your relationship with time one of managing it or mastering it?
10. What could you do towards “making friends” with time?
11. What “annoying waste of time” could you reframe and use beneficially?

Don't Just Manage Your Time, Master It

Procrastination pays off. After years of being the black sheep in the business productivity family, procrastination finally gets its due. Why? Because Time Management is out. That's right. Relying on clocks and calendars is now considered inefficient. Say goodbye to that new time management system you were about to implement—you know, the one you haven't found time for yet. You don't need it. That's the good news.

The "bad" news? Time Mastery is in.

But it isn't all bad—especially for "B-type" personalities.

What is Time Mastery?

According to John Clemens and Scott Dalrymple, authors of *Time Mastery: How Temporal Intelligence Will Make You a Stronger, More Effective Leader*, Time Management emphasizes managing time via clocks and calendars, while Time Mastery provides a more intuitive perception of what "time" is: time is not static or inflexible but rather, dynamic and relative.

Time Management focuses on time. Time Mastery focuses on tasks. Time Management is like boxing, meeting a force (time) head on with an opposing force (your schedule). Time Mastery is like judo, where one "gives way" to time by focusing on a desired result.

Performing Mental Judo

1. Slow down to go faster. It's about taking action AND letting

go. Ever been involved in a quick decision that's led to a poor result simply by rigidly adhering to an artificial deadline? With Mastery, you ask more questions and do more research before making hasty decisions. Think of music—it's as much about the pause between the notes as the notes themselves.

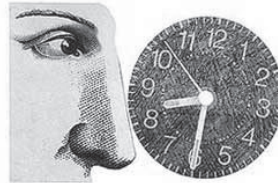
2. Accept the time managers on your team (so you don't have to be one). Time Mastery isn't about forsaking Time Management altogether. It's about acknowledging everyone's different sense of urgency when it comes to perception of time. Let your time managers focus on the deadline while you focus on the tasks.

3. Beat the clock by letting it win. We don't control time. Instead of focusing on a deadline for a project or event, focus on the event itself. Have you ever been tardy for a deadline only to deliver results that knocked their socks off?

4. The great reframe. You can fume at the stopped traffic for making you late for your meeting

OR you could use that time to visualize a solution to a pressing work problem. Will you be remembered for being late or for being the genius that discovered a solution no one else thought of?

There are plenty of benefits to implementing Time Mastery, and not only for the "Type-B's" out there. Besides, think of the time you'll save not having to come up with excuses for postponing that new time management system! ●



—Anais Nin, author

“Life shrinks or expands in proportion to one's courage.”

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