



Be Inspired! newsletter June 2007

Welcome to the second edition of The Life Bureau's newsletter - Be Inspired!

First of all, I'd like to say thank you to everyone who responded and gave me their feedback on the first edition of this newsletter. It was really appreciated and it was great to hear about all the things that it inspired you to do - making those overdue phone calls, creating plans for your future, provoking you into action - I really enjoyed reading and hearing about all the steps you've been taking.

The aim of this newsletter is to provide you with inspiration, challenge your thoughts, keep in touch and hopefully to provoke some positive action. I'll also keep you informed with events that may be of interest to you.

Do continue to share your thoughts and feedback with me - let me know what you'd like to see more of, or less of, and then it can only get better. If you'd like to contribute, please drop me an email at Marcia@thelifebureau.co.uk.

Please forward this newsletter to anyone you feel might enjoy reading this.

This month there's a fun quiz for you to take, which will really help you to focus on your goals for the year and there's the follow up to last month's article 'Will you take one step to get what you desire?' So, read on, be inspired and take action.

Until next month,

Marcia

If you didn't receive last month's issue, please email Marcia@thelifebureau.co.uk and I'll forward it to you straight away.

What inspires you?

Inspire. What does this word mean anyway? For as long as I can remember I've always loved this word - inspire, inspiration, inspiring, inspirational - It has always had positive connotations for me and I even love to say it out loud. I think some words are just like that, or is it just me?! The Cambridge online dictionary (2007) gives the following definition:

Inspire verb

- 1) *to make someone feel that they want to do something and can do it*
- 2) *to make someone have a particular strong feeling or reaction*
- 3) *to give someone an idea for a book, film, product, etc.*

When we really think about this - do we know what inspires us? What encourages us? What helps us to keep going? What stimulates us to do something positive, to change something? What helps us to feel creative?

Listening to music? Hearing an inspirational speaker? Seeing your children? Receiving a message from a loved one? Reading something? Talking to a friend? A walk in the park?

Whatever it is, it will be something that stimulates your senses, something that gets your brain thinking, something that rouses you and makes you feel positive about life.

For me, reading and hearing your thoughts and comments on last month's newsletter was a real inspiration. Having never produced anything like this before, it encouraged me, made me feel that I was doing something positive and worthwhile and gave me the momentum to ensure that I got another edition out this month. Sometimes it's hearing a great speaker, other times it's the simple things in life - a conversation with a friend, receiving a text message or listening to an uplifting song that inspires and encourages me.

Who or what is your inspiration? When you've decided acknowledge it. If it's a person, let them know - or at least let them know that you appreciate them. If it's something else try to think of ways to incorporate it into your life more often.

We all need a little inspiration every now and then and wouldn't the world feel like a better place if we were all feeling that little bit more inspired every day...

**** DO YOU KNOW YOUR TOP THREE GOALS FOR 2007? ****

Take the free 5 Minute Quiz and download your Free Goals Report!

Get it here:-

<http://www.FreeGoalsReport.com/cmd.asp?a=599961&id=1925>

ARTICLE - Will you take one step to get what you desire?

Part 2: Handling the 'stoppers'

Last month we discussed the things that you would like to achieve in life - the things you'd like to do or have, places you'd like to go, the person you'd like to be. I encouraged you to write a list and then pick one which, when achieved, would make a real difference. Did you identify the things that have stopped you from doing anything about it so far?

We often set goals and things we'd like to achieve in life, but then never seem to get around to doing it. Is it just that we don't get around to it or something else?

Last time, I mentioned some of things that might stop us from taking action - fear, lack of confidence, avoiding risks. These stoppers can really hold us back with the things we want to achieve in our life, career, business and relationships.

Go back to the thing you want to achieve - do you believe you can do it?

If your thoughts are in any way telling you that 'you can't' or 'it's too hard' then these limiting beliefs will be ruling your actions and these are the things that hold you back and stop you from doing things.

Your mind is very powerful and even if you're not saying these thoughts out loud, your subconscious mind will deal with the scenario as though it's actually happening and your behaviour will reflect your thoughts and beliefs. For example, if you always think 'I'm hopeless at remembering names' then your mind will comply and yes, you will forget everyone's name when you meet them for the first time and this is what you will notice about yourself because you will look for evidence to support the belief. Turn this around and tell yourself 'I'm good at remembering names' and your memory will start to improve. Keep telling yourself this and in time you will no longer have as much evidence to support your belief so that eventually that belief will turn into a notion.

How might things change for the better if you were to keep thinking positively? In what areas might you need to shift the thoughts in your mind and your beliefs into something more positive? What one thing could you stop saying to yourself?

Here are some more tips to help you overcome the things that might hold you back from taking action:

7 ways to overcome the things that hold you back:

1. **Take Responsibility** - you control your life and have the ability to change it if you want to do so. Don't wait for others to provide solutions or work out your problems for you. Don't blame others for the things you haven't got in life - instead look at what you can do to turn things around to get what you want.
2. **Increase your understanding** - research and find out what you need to do and/or what's involved to get what you want. Understanding the steps you need to take will help to put things into perspective - breaking down what might seem like a giant leap into small steps and doing things one point at a time will make it seem that much easier.
3. **Identify what might stop you and then challenge it** - are the things you are saying really true? What evidence do you have to support the things you are saying? Look for ways to turn that belief into a notion.
4. **Phone a friend** - tell someone what you're doing. Don't be afraid to ask for help or support. Going it alone can be scary. Find that someone who will pick you up when you're down, spur you on, believe in and inspire you. If you get stuck, call someone to get a different idea or perspective. Be picky here; choose the friend who will encourage you, not the one that will empathise to such a degree that you're both left feeling no better than you were at the start of the conversation.
5. **Change your focus** - if you start having negative thoughts, focus on turning this into something positive. Remember why you're doing it.
 - ✓ Focus on the opportunity, rather than the fear.
 - ✓ Focus on solutions, rather than the problem.
6. **Take Action** - without action, you'll be in the same place, doing the same things, saying the same things. How exciting will it be to talk about the new things you've done and things that have changed? Make sure there are no regrets about what might have been - less talk, more action.

7. Celebrate your wins - acknowledge what you're doing. If it's a long-term goal, try not to wait until you've achieved the whole thing - that could be a long time away - but acknowledge and celebrate the successes along the way - no matter how small.

Going back to the one thing you picked last month, did you identify an area where you could take one step to get you closer to achieving it? More importantly, have you done it (or were you waiting for the next instalment of this newsletter ☺)? If you did it - congratulations - now identify and take another step to get you that bit closer to achieving what you desire.

If you were waiting, you now have some tips to help ensure that nothing stops you from achieving what you want and I challenge you to now take two steps instead of the one to get what you desire.

POEM OF THE MONTH

The Man Who Thinks He Can - Walter D Wintle

*If you think you're beaten, you are;
If you think you dare not, you don't;
If you'd like to win, but think, you can't
It's almost a cinch you won't.
If you think you will lose, you're lost;
For out in the world we find,
Success begins with a fellow's will,
It's all in the state of mind.*

*If you think you're outclassed, you are;
You've got to think high to rise.
You've got to hustle before
You can ever win a prize.
Life's battles don't always go
To the stronger or faster man,
But sooner or later the man who wins
Is the one who thinks he can.*

ACTION STATION (pen and notepad at the ready!):

- Who or what is your inspiration? Find ways to incorporate them or it into your life more often.
- In what areas might you need to shift the beliefs you hold about yourself?
- Select one belief that might be holding you back and make a conscious effort to change your focus and turn this thought into a positive
- Instead of thinking 'I can't...' say 'I can...'
- Take two more steps towards achieving your dream. What will they be? Write it down.
- Take the quiz - find your focus. It's not too late to set your goals for 2007.
<http://www.FreeGoalsReport.com/cmd.asp?a=599961&id=1925>

Are you ready for Coaching?

Do you wish you had more **focus**? Need a hand to help you overcome those stoppers? Are you ready to take **action** and start achieving **more** in your life? If you've answered **yes** to any of these questions, then **coaching** may be the next step for you.

To schedule your FREE 30-minute telephone coaching session to explore how coaching could help you to change your life, please send an email to Marcia@thelifebureau.co.uk or call Marcia on **020 79788375**.

Testimonials

"I found life coaching to be a positive and empowering experience. I was stuck in a rut for a long time feeling unable to move on with my home life and work life due to various events. Life coaching empowered me to make positive steps towards the life I desired. Having now taken the first steps and survived the experience of changing location and job I know that the next move will be easier as I have gained in confidence". LB, Recruitment Project Manager

"Marcia's commitment and enthusiasm really encouraged me to take an introspective approach to my personal development, enabling me to look at my life from a more fresh and inspirational perspective. I did the coaching during a period where I was seriously doubting my capabilities and was frightened to acknowledge that I was capable of making positive changes in my life. We all need support at some stage or another in unleashing our hidden potential and I wouldn't hesitate to recommend Marcia's coaching to anyone". CD, HR Business Partner

About The Life Bureau

Marcia Cave helps clients to identify their goals and to take action to achieve results and more of what they want from their personal and work life. She is a qualified personal life and business coach and Director of The Life Bureau; a coaching and HR consultancy company.

The Life Bureau Ltd
Be Inspired, Take Action
Telephone: 020 79788375
Email: Marcia@thelifebureau.co.uk

Copyright © 2007, all rights reserved

If you have received this newsletter from a friend and wish to subscribe please email Marcia@thelifebureau.co.uk

Your email address will be kept strictly confidential and will not be shared with any other party or mailing list. You have received this email because we have in some way been in touch and you have provided your contact details to me. If you would rather not receive any future emails or newsletters from The Life Bureau with coaching articles or details of special events and offers please email Marcia@thelifebureau.co.uk with the word 'unsubscribe' in the subject heading.