



Be Inspired newsletter May 2007

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

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 share your thoughts and feedback with me - let me know what you'd like to see more of, or less of, 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.

Have a great month!

Marcia

What's your Focus?

I hope you all enjoyed the bank holiday weekend; I had a great time - especially as I was also celebrating my birthday. On reflection, I managed to pack quite a lot into the weekend. I especially noticed the speed and efficiency with which I managed to tidy up my home and do the gardening, just in case my friends came back to visit after our evening out. As it happened, they missed the last tube, so I was host to 3 unexpected (but lovely) guests and very pleased that I'd decided to focus and blitz the housework before they came.

We often put things off that need to be done because we decide that we're too busy, that it will take too long to do and/or, more to the point, that we'd rather be doing something else. However, my intuition was telling me that I may have visitors, which focused my mind and with the limited time that I had, I managed to achieve in a few hours something that I thought would take me most of the day.

So, here are a few questions for you:

- What's your focus for today?
- What have you been putting off (a phone call, tackling your emails, approaching a colleague)?

- What needs to be done (changing your insurance, clearing out your wardrobe, updating your CV)?
- What one thing would make you feel great, or be a weight off your mind, if you were able to tick it off your list of 'things to do'?

Choose one task and schedule a time to do it. Decide how long you want to spend on this task and then give yourself a deadline for completion and in the words of the famous Nike adverts 'just do it'!

If you're anything like me, it's satisfying to tick things off your list, even if it's a mental checklist that you keep in your head, so let me know how you get on and we'll celebrate our achievements together.

QUOTE OF THE MONTH

"Consult not your fears but your hopes and your dreams. Think not about your frustrations, but about your unfulfilled potential. Concern yourself not with what you tried and failed in, but with what it is still possible for you to do".
Pope John XXIII

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

Are you all talk and no action? Do you find yourself spending lots of time talking about what you'd like to do, where you'd like to go, what you'd like to have or what you'd like to change, but then not doing anything about doing it, going there, having it or changing it?

Are you still talking about the same things 3 months, 6 months, a year or 2 years down the line?

The saying 'some things never change' is usually said to each other in wry amusement (or displeasure!). We're creatures of habit. We like things that we're familiar with, places and people that we know. We carry on doing things the way we've always done them, even if they don't serve our best interests.

Have you ever found yourself saying 'I'd love to do ..., go ..., have ..., be ... but I can't because ...'? I know I have. If there are things that you would love to do, places you would love to see, things you would love to have, what's stopping you from fulfilling that dream?

Are you still dreaming, or has reality gotten in the way?

It's great to dream, but we tend to let things happen to us, taking a back seat instead of taking control and being the driver of our destiny. We sit back and expect the world to change for us and for opportunity to come knocking at our door. All too often, opportunity is knocking; we just decide not to hear or choose not to open the door.

So, what stops us from taking action?

Fear of failure?
Scared of trying something new?
Lack of self-belief?

Fear of rejection?
Not wanting to take a risk?
Lack of confidence?

Worried what others might think or say?

Some of the above may resonate with you and I'm sure you can think of others. The power of these 'stoppers' should not be underestimated as they will prevent you from achieving and doing the things you want to do.

However, not doing anything and not taking action will result in frustration, being fed-up, feeling stuck in a rut and that nothing will change. Not a very satisfying place to be.

What would happen if you decided to do something about it and take action?

Remember, our dreams and desires remain unfulfilled, not because we've tried and failed, but because we never tried at all.

So, with this in mind, go and think about what you would like to do, change, achieve or be, identify the factors that have stopped you from doing anything about it and think of ONE step you could make that would take you closer to getting there.

Next time we'll explore ways of overcoming the 'stoppers' that prevent us from achieving the things we desire.

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

What's your focus? Identify a task that needs to be completed and just do it.

Write down a list of your dreams and the things you would like to achieve in life.

Write down the answers to the following statements (let your imagination run free - don't let your version of reality hinder your thoughts):

I'd love to do ...

I'd love to go ...

I'd love to have ...

I'd love to be ...

What stops you from achieving the above? Write it down

Which one would make a difference? Choose one that you feel most inspired to work on.

What one thing could you do to take you a step closer to achieving your dream?

Are you ready for Coaching?

Do you wish you had more **focus**? Fed up of drifting along? 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

“Coaching can be enlightening, challenging and inviting. It's hard to look at things so closely sometimes, but very worthwhile when you can see and feel your life moving forwards. I felt empowered after my Coaching sessions”. LR, Tai Chi Instructor

“Thanks to you and your coaching, I'm more focused on keeping and staying fit each week and build it into my routine”. JH, HR Manager

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

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