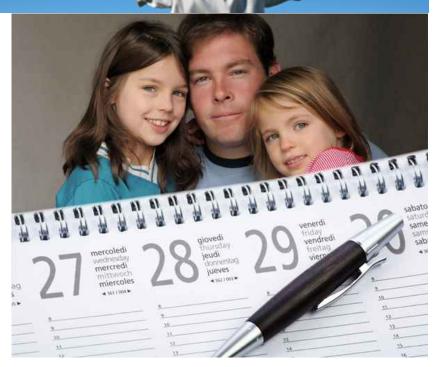
THINKING BIG focused and organized

Don't Think It, Ink It! Learning to say, "No."



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One of my clients has mastered the art and science of, "Don't Think It Ink It!" Let's call him Tom.

Tom's calendar was so full and he was so stressed. He just didn't have the time to get to everything no less the most important things. Tom is a big time giver. He measures his success more by what he gives than by what he gets. The problem was that he was saying yes to everything. Even before he heard exactly what he was being asked to get involved in he would say yes. So we had some fun with his situation.

I suggested that he make a master list. Write down everything he was already involved in, business, family, community, boards of this boards of that, associations, professional organizations, coaching, committees, conferences, everything that took him away from his family!

He agreed, "Don't Think It Ink It! Let's write it all down so I can clearly see how much I have over committed." And then Tom had some fun of his own with the list. As he looked at each item he thought to himself, "**Am I making an impact? Am I having fun?**" If he got a no to either question that activity was off the list. He cut out 50% of his self-proclaimed unnecessary activities! Now, that's what I call being focused and organized!

## Where is Tom now?

He's still using his master calendar family scheduler with its special jam-packed weekend addendum and he's only involved in the business and community activities where he's making an impact and having fun. And knowing Tom as I know him he's definitely making more of an impact and definitely having more fun than ever.

The "Thinking Big: Focused and Organized Newsletter" is written on a monthly basis.

## **Mark Riesenberg**

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