



WorkStyle by design

Issue 30
November 2005

A bimonthly e-newsletter brought to you by merrymentality

Please feel free to forward this newsletter to your friends, colleagues and clients. Your recommendation is how we grow. This material is copyright so please copy it right when you pass it on. If you are not a subscriber to **WorkStyle by design** and would like to be, visit www.merrymentality.com.au and sign yourself up!

Inside this issue:

Welcome	1
How do YOU measure your WorkStyle?	1
Spotlight On...	2
Spring Clean Your Life	3
WorkStyle Winner	4
How To Handle Feeling Overwhelmed	4
5 Minute Refresher	4
Subscribe/Unsubscribe	4
Contact Us	

Welcome

Year end is approaching and, for many of us, a work/life balance seems like a myth. Why do we have to do/see/participate/finish all those things before the end of the year? There are invitations to parties, drinks, races, celebrations and meals. How can you keep your WorkStyle healthy?

This issue of **WorkStyle by design** gives you a number of 'anchors' - actions you can take to ground yourself during the upcoming festive season. We encourage you to take action and have a sensational festive season and a wonderful New Year.

Warmest regards from Belinda, Shakti and India xxx

How do YOU measure your WorkStyle?

How do YOU measure your WorkStyle? **work + lifestyle = WorkStyle**

What are the components that make up your WorkStyle measurables? How do you know you are living your WorkStyle? There are no set answers to these questions, but do consider YOUR WorkStyle measurables. For many **merrymentality** clients, these are habits that give us energy and make us feel good when they are. Here are a few WorkStyle measurables to get your juices flowing:

Weekly:

- up to date with email
- empty in box AND empty sent box
- up to date with database actions and reporting
- up to date with all client requests/requirements
- empty filing trays
- willing to get my hands dirty in the garden
- reading a book for pleasure (not business)
- spending time with friends
- [your measurable here](#)

Daily:

- starting each day like it is a vacation
- out of the office at least once (remember, I work from home)
- connecting with my dog (play, walk or cuddle)
- lighting aromatherapy burner to reflect my mood
- [your measurable here](#)

merrymentality inspires leaders and emerging leaders to have increased sustainable energy.

Our unique approach of discovering and designing your WorkStyle creates an ascending spiral of continuous choice and sustainable energy.

work+lifestyle=WorkStyle®

Professional Coaching and Speaking

Spotlight on... Diana Blake



Diana Blake

My name is Diana Blake. I am 46 and an independent business advisor. My company is called Smart Business Results and I focus on helping small to medium businesses, providing them with an overview of their business and discussing their issues or problems. An inherent problem in many small businesses today is the necessity of business owners to become an expert in all areas. No business owner or consultant is capable of doing that. However, it is critical for any business to grow or survive to obtain this knowledge. I offer this service in a cost effective manner which has benefited many businesses. Through my network, I match clients with specialists who provide hands on and practical advice.

How would you define your WorkStyle?

I usually have multiple clients and their needs vary. Typical of this business, I am either very busy or fairly quiet. However, I aim to keep Monday morning and Friday afternoon free for some down time. I am a lot more productive at night and often do a lot of my reports and administration during that time. I do not have kids which make it easier for me to be flexible. My husband has a full time career and often works late. Most weekends are kept free, but if I am going through a busy period I will work during the weekend.

How did you discover your WorkStyle?

Belinda has helped shaped my WorkStyle and maintain that balance, which is so important. Accept who you are and work to that. I have never been a morning person so it suits me to work at night and start later in the morning. I love getting up without an alarm clock and starting on my business when I am fully awake – which is usually around 9am. It is also satisfying to assist businesses without worrying about their internal politics. I enjoy the variety of people and the varied businesses challenges that I come across.

Has it changed over the last few years? Why?

My WorkStyle has changed dramatically in the past year. I had a very successful corporate career in and was a senior director for more than 10 years. I travelled extensively interstate and to NZ and averaged being away from home every 2-3 weeks. I worked very long hours and often on weekends. I enjoyed my career but after a while I began to wonder what I was doing it for. The money becomes irrelevant once you have security and I was unhappy with myself, as work was all I had. As an independent business owner, I make sure I have balance in my life and still provide my clients with high quality service.

What has been your biggest shift?

I use to measure my success by my salary package and I needed to talk it through with Belinda to remove myself from this. I now measure my success by how balanced my life is and I am a far happier person. In business I focus on the process (which brings results) rather than on how much money am I making or how much more I need. I see my family and friends more and they have also commented on how relaxed and happy I am these days. My husband has benefited greatly, as I am usually in a good frame of mind when he comes home.

Which single WorkStyle practice has had the most impact? Why?

By working on a handful of specific goals (personal or business) each week you move forward and are a step closer to your vision. When you are starting out in business there are so many issues to consider and it can be overwhelming. It can also paralyse you from action as there are so many things to do. By prioritising and selecting a few goals each week anything is possible.

What are or has been the biggest issues for you around designing your WorkStyle?

Reverting back to old habits. By having Belinda as my coach it keeps me in check. It becomes easier with time and the rewards of having this WorkStyle far outweighs what I use to have.

What tips would you give others to improve their WorkStyle?

Don't get distracted with what is expected by others. Be true to yourself and work around what is good for you. We all know that balance is an important key to happiness, but so few of us work hard to obtain it. Make it a priority and all other goals fall in place.

“..I now
measure my
success by
how balanced
my life is and
I am a far
happier
person.”

Diana Blake

Spring Clean Your Life

By guest author, Rosemary Medlock



Rosemary Medlock,
enjoying the great
outdoors

'It's possible that you'll also find some things in your life that really don't fit with your values and purpose anymore.'

Rosemary Medlock

Imagine that it's a beautiful spring day, the sun is shining, the birds are singing, the garden's full of sensational spring colours and a wonderful fragrance is wafting through your window. Spring is here and you feel the urge to start cleaning...

You start with your wardrobe, pulling everything out onto the bed so that you can have a good look. You find yourself picking up items one at a time, trying them on and critically appraising whether they still reflect who you are and how you want to present yourself in the world.

Some items are definitely still a good fit, they're in good condition and you feel great wearing them. They go straight back in the wardrobe. Then you find some items that still fit well but have seen better days. Some of these can be repaired, perhaps a hem can be restitched or a button replaced, others are beyond repair and need to be discarded.

So far it's been a fairly easy task, however left on the bed now are the most challenging items. They're the ones that have served you well in the past but now they're not a good fit. Maybe your shape has changed and the clothes stayed the same, or maybe your style has changed and the clothes just don't fit your image any more. You could keep them just in case or you could package them up for your local opportunity shop, where they could be resold to a new owner. It's time for some tough decisions.

I wonder what would happen if you examined your life the same way. You could toss everything out on the table and have a close look at how you're choosing to spend your days and who you spend them with. Instead of physically trying on clothes like you did with the wardrobe you could make comparisons with your values and purpose in life.

You could examine your family roles, work, recreational activities, community involvement, significant relationships, friends and whatever else seems appropriate for you. Be inquisitive and assume nothing. Get it all out there and have a good sort through.

Some things will fit perfectly and you can confidently slot them back into your life. Others may be a partial match and would work well with some modifications. Perhaps exercising at the gym still fits but you decide that five days a week is a better fit than two. Maybe your work would be a wonderful fit if you figured out a way to leave in time to share a bedtime story with your child every night. It's possible that you'll also find some things in your life that really don't fit with your values and purpose anymore. Again, it's time for some tough decisions.

Whatever you find, get excited. Now you have a clear view of your life and you know what fits and what doesn't. It's time to decide what you are prepared to change and develop your action plan. This is a perfect time to work with a coach. Then get courageous and take action!

Rosemary Medlock challenges and inspires parents to step into their dreams and leave the legacy they truly want to for their children. She is a personal development trainer, life coach and professional storyteller. You can reach Rosemary at rosemary@coachinghq.com.au, call her on +61 3 8742 3577 or visit her website at www.coachinghq.com.au



PO Box 901
Maleny QLD 4552
AUSTRALIA

telephone: 61 7 5494 3346

fax: 61 7 5494 3016

email: wbd@merrymentality.com.au

web: www.merrymentality.com.au

Subscribe/Unsubscribe

If you are not currently on our distribution list and would like to be please visit our website at www.merrymentality.com.au to sign up.

If you are no longer interested in receiving this newsletter then please click on the "manage your subscription" link on the wbd email that was sent to you and unsubscribe.

Thank you for being one of our subscribers.

Legal Stuff

Our privacy policy is simple. We do not pass on details of anyone to anyone else. Our distribution list is for merrymentality use only.

Copyright © merrymentality Pty Ltd, all rights reserved. 2001 - 2005

Permission is granted to reproduce, copy or distribute **WorkStyle by design** so long as this copyright notice and our website address is attached.

The merrymentality® logo and the equation $\text{work+lifestyle}=\text{WorkStyle}^\circledast$ are registered trademarks.

WorkStyle Winner - Leona Wan

Back in January 2004, issue 19 of **WorkStyle by design**, featured Leona Wan under the Spotlight. Leona's message was to live life based on choice. Recently, Leona has made a big choice in accepting a new position and moving from Australia's largest city, beautiful Sydney, to Australia's second largest city, cosmopolitan Melbourne.

Leona has been promoted to the role of Commercial Operations Manager in Insurance Australia Group's National Operations, Distribution Partnerships. This new role involves leading a team of approximately 50 staff and recognises Leona's abilities developed over the last six years. She brings to her new role a strong focus on people management and customer service, along with a passion for implementing best practice operational services within a continuous improvement framework. And, of course, a healthy WorkStyle!

Congratulations Leona!

How to Handle Feeling Overwhelmed

Recently I have been exposed to three good friends experiencing feeling overwhelmed by their work. Two are entrepreneurs running their own businesses with very different MBTI profiles (Myers-Briggs Type Indicators). The other person is someone working in administration.

Yet they all handle feeling overwhelmed the same way, in fact, the way I do too! We all simply work our way through it. One task at a time, one step at a time. Sure, it can feel uncomfortable, but we all agree it is the only way.

At merrymentality we are interested in how YOU handle overwhelm at work. Please email belinda@merrymentality.com.au with your ideas and we will feature you in an upcoming issue of **WorkStyle by design**.

5 Minute Refresher - Feel Good File

What can you do in 5-10 minutes in your working environment to refresh, revive, survive when life gets hectic and you can't walk away?

Firstly, get physical and move your body - Lazy 8; walk to the bathroom; go outside and see the sky; touch nature (a tree, plant or flower); call a friend; stand up; pull out your feelgood file and read through it; instant message your partner and let them know how you feel; drink water.

Don't have a 'feelgood' file? It is about time to create one. Keep all the wonderful momentos of your good work/deeds in the one place. Those tickets to the races that your client gave you to say thanks for a good job; the email that your boss sent you after you met the impossible deadline; the drawing your child did for you on Father's Day; the hand written thank you card from the MD; the sticky note that you found on your desk from your partner letting you know how much they love you. Get the idea? When you loose energy, a feel good file is a great place to find it again.

WorkStyle Tip: From today, start saving the feel good momentos you receive in a Feel Good File - it may be a box, drawer, suspension file, lever arch binder or plastic pocket.