

AWARENESS IS POWER®

Insights for Business

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Happy Holidays

BAYLEY & BENDER, INC
SUCCESS THROUGH INSIGHT!

Holiday Ease and Mentoring

Here they come again! Those hectic holidays that have everyone believing that there is one pace – faster! But it does not have to be that way and you do not have to sacrifice your time worrying about how you are going to meet your current obligations and those brought on by the holiday season. The next couple of months also need not be an excuse to temporarily “take a break” from the mentoring program.

It is always important to remember that *we* are the ones who allocate our time and our commitments. It is possible to juggle them both and the following are tips to assist you.

Plan, plan, plan. If you have ever had the chance to see a teacher’s lesson plan, you would be amazed at how every minute of the day is accounted for. Document those commitments and allocate those hours that will be needed to complete all of your tasking within the next few months.

Continued on page two – Holiday

Inside This Issue

1. *Holiday Ease and Mentoring*
1. *80/20 Talent Management*
2. *Web Site of the Month*
3. *One Minute Ideas*
4. *I want life balance...Is There Hope?*

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Are You Applying the Pareto Principle to Your Organization?

80/20 Talent Management

Do More of What Drives Business Success

Perhaps better recognized as the 80/20 Rule, The Pareto Principle is essentially this: only a few key things contribute to the majority of results. Here are a few examples of how this applies to business situations:

- 80 percent of results comes from 20 percent of efforts
- 80 percent of revenue comes from 20 percent of customers
- 80 percent of profit comes from 20 percent of the product range

In addition: 80 percent of your business success relies on 20 percent of your organization’s talents.

It’s deceptively simple, but an incredibly powerful insight. Maintaining a focus on how The Pareto Principle operates in your business will increase your success in many areas, including talent management.

According to The Pareto Principle, if you and your employees apply ten individual talents each to accomplish your work today, those 10 talents will not all be equally effective. In fact, the 80-20 rule states that only 2 of your talents will account for 80% of your success. The other 8 will be much less effective. Identifying which talents are most productive takes a person a long way in achieving greater personal and professional results.

Apply The Pareto Principle to Your Leadership Talent

Continued on page three – 80/20

Continued from page one – *Holiday*

In doing so, you will have a better gauge of what extras you can actually participate in.

Keep mentoring in the mix. Remember, you do not get additional months at the end of the program if you did not engage in mentoring activities during the holiday season. And a year goes by quickly! Schedule your developmental activities as you would your daily projects and tasks and make the commitment that these are non-negotiable. Albeit, you may not spend as much time on mentoring these next few months, but a few hours is better than no hours. (It also helps to keep the connection strong.)

Designate yourself Social Chairman. Take time to deliberate on those party invitations. Do you really need to go to another party? We could all spend every weekend (or week night for that matter) going from one holiday soiree to another if we don't effectively manage our social calls. Time used preparing or recovering from these social gatherings could be better spent on more meaningful professional and personal pursuits.

Begin an exercise routine. Yes, begin an exercise routine.

Ironically, we are encouraged to start thinking about our well being *after* the time we really could use it! You don't have to embark on a program of Olympic proportions but can easily manage the extra stress of the season by something as simple as an hour walk or thirty minute jog. This will also serve to melt away those added holiday pounds.

Keep family and friends the priority. This is by far the most important (and unfortunately least heeded) advice. The spirit of the holidays should be in their meaningful joys and time spent with the ones who mean most to us. Make that the priority and enjoy the season!

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A man is not idle because he is absorbed in thought. There is a visible labor and there is an invisible labor.

— Victor Hugo

Maintaining A Positive Attitude In The Workplace

If you want to remain or become a positive force in the workplace, you need a strategy. Follow the suggestions below to get yourself on your way:

- ♦ Ask three people you consider positive forces how they maintain their attitudes.
- ♦ Survey your use of language, and change it when necessary. This includes inner talk and outer talk. Change your negative words and thoughts into positive ones.
- ♦ Surround yourself with as many positive people as possible.
- ♦ Appreciate yourself. Accept yourself for who you are, not who you ought to be.
- ♦ Don't worry about something that has already happened. If there is a lesson to be learned, learn it and move on.
- ♦ Accept that you are going to make mistakes.
- ♦ For one entire day, commit yourself to using all of your energy to be positive.
- ♦ Realize that how you feel about something is your choice.
- ♦ Take charge of your life, and give yourself credit when you do.



— Adapted from *The 6 Success Strategies for Winning at Life, Love & Business* by Wolf J. Rinke

Web Site Of The Month!

Information Please has been providing authoritative answers to all kinds of factual questions since 1938—first as a popular radio quiz show, then starting in 1947 as an annual almanac, and since 1998 on the Internet.

Many things have changed since 1938, but not their dedication to providing reliable information, in a way that engages and entertains.

Check it out at: www.infoplease.com



Continued from page one – 80/20

Everyone is capable of exceptional performance in certain talents. As a business leader, which 20% of your talents contribute to 80% of your success? Consider your effectiveness in leadership.



- **Which of these appear in your top 20%?**
 - *Influencing others* – the ability to personally affect others' actions, decisions, opinions or thinking to achieve buy-in and progress
 - *Self-management* - the ability to leverage personal strengths to prioritize and complete tasks within allotted time frames
 - *Goal achievement* – the ability to set, pursue and attain personal, professional and team goals regardless of obstacles or circumstances
- **Which other leadership talents** are your most powerful?
- **How can you focus MORE** of your efforts on doing MORE of what makes you most successful as a business leader?

Apply The Pareto Principle to Employee Talent

It takes a variety of talented people working together to grow your business success. Different jobs require a blend of different talents. Throughout your organization, approximately 20% of your employees in a variety of jobs are creating 80% of your business value.

- Who are those employees?
- Can you identify the 20% of their individual talents that contribute to 80% of their successful performance? Talents to assess might include:
 - *Conceptual thinking, problem solving, balanced decision making, long range planning, etc.*
- How can you lead them into focusing MORE of their time on applying the 20% of their talents that create the most business value?

Use these questions as guidelines for putting The Pareto Principle to work in your business. They will provide you with new insights for maximizing the success of the talented people throughout your organization.

Author: Gayla Doucet, People Powered Solutions LLC. Success building coach for TTI Distributors. Copyright protected. All rights reserved worldwide.

Most important, leaders can conceive and articulate goals that lift people out of their petty preoccupations and unite them in pursuit of objectives worthy of their best efforts.

– John Gardner



ONE MINUTE IDEAS

Financial Budgeting

As you prepare your financial budget for next year, be sure to include (along with sales & expenditures) key assumptions which go into the make up of the budget.

These key assumptions are a list of statements which you feel, based on what you know at the time, will happen.

Examples of key assumptions:

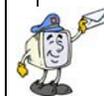
- ♦ A new product will be ready
- ♦ No new competitors in your market
- ♦ Overall business conditions will not drastically change.

All key assumptions need to fit with the vision and mission of your company.



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I want life balance and still be able to get ALL the important things done. Is there hope?

First, define the term balance. So often, people seeking “balance” end up with a life something like both sides of a scale dragging the ground behind them. I suggest thinking of work-life balance as a Teeter-Totter, which is certainly possible to balance but is much more fun when it “seesaws” back and forth. In fact, that is the purpose of a teeter-totter!

My clients become less concerned with balance and more concerned with Purpose and Focus. Purpose comes from service, and you may have more than one purpose, for each of the vital few key roles you serve in life. When you have done the work necessary to discover your purpose then, and only then, it becomes possible to have an *On-Purpose* day. Purpose gives your day focus and meaning; it shapes your goals, your decision-making, and your use of time. Your purpose throughout the day may be to focus on the needs of your customers, then in the evening shift to the needs of your spouse, getting kids to hockey and dance classes, then to reading from a great book before bedtime.

Once you are clear on your purpose(s) in life, focusing on JUST the important things becomes possible – and it’s fun!

Need help? Call us today. Bayley & Bender 301-439-8317

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What is Christmas? It is tenderness for the past, courage for the present, hope for the future. It is a fervent wish that every cup may overflow with blessings rich and eternal, and that every path may lead to peace.

– Agnes M. Pharo



Each friend represents a world in us, a world possibly not born until they arrive, and it is only by this meeting that a new world is born.

– Anais Nin

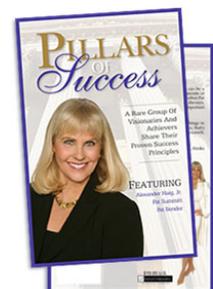
Pillars of Success. Don't miss this book! It's a Great Gift for your team, family, friends, or co-workers. Call Janine to order – 301-439-8317 or click on the image for more information!

PILLARS OF SUCCESS

It's no secret that success is something everyone wants. The process can be a mystery and *Pillars Of Success* is a book all about revealing success secrets of several of the most prosperous people in business today.

Contributing author Pat Bender has an **Awareness Is Power®** process. "The more aware you are," she says, "the more aware you'll become."

You will learn what Pat says are three important things leaders and successful people have in common.



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