

AWARENESS IS POWER®

Insights for Business

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SUCCESS THROUGH INSIGHT!

Challenges Facing Today's Business Leaders

Leadership is a challenge to learn and difficult to master. Not only are there the complexities inherent in organizing projects, but also the human component of managing employees effectively. Often times, these challenges are compounded with having to do more with less, dealing with continual cost cutting, and being spread too thin.

Dealing with these challenges successfully is central to running a good business and being an effective business leader. Let's take a closer look at some of the challenges facing business leaders, to see what problems may develop during work, and what can be done about them.

1. How to Manage More With Less - One of the biggest problems facing business leaders is managing more with less. This means having to operate without the necessary personnel, resources, or time.

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How Are You Facing Today's Business Challenges?

How To Improve Communication In The Workplace

Communication in the workplace can be one of the most difficult parts of any given day. Since almost all departments, positions and duties require communicating, whether it is via phone, email or in person; you and your team must be on the same page in order for communication to be effective. When communication breaks down, it results in low morale and decrease productivity.

There are ways to improve workplace communication to provide more engaged employees, greater productivity, and higher workplace morale. By following these tips, you will begin to see a change in how your team communicates and an increase in productivity.

Tips to improve workplace communication:

- **Change conversation to each audience** – Whether you are communicating with a co-worker, your boss, a customer or random individual, you may need to speak in a different style and share what you have to say differently. By understanding behavioral communication styles, you will be able to adapt your style to match theirs for increased understanding and commitment.
- **Listen actively to the speaker** – When you become an active listener, it not only means you are being respectful but you are making a conscious effort to fully understand what the person is saying.

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Often times, this will result in decreased morale among workers, as well as additional strain and anxiety for you.

Dealing with this problem effectively requires leadership and management expertise. It often represents the sharper slope of a learning curve, being one of the greatest challenges for any new business leader. However, with enough time and experience, you can become effective at managing yourself and others, even when you have to do more with less.

2. Making Up for Continual Cost Cutting –

Managers from many industries see cost cutting as a continuous problem facing business leaders. Whereas managing to do more with less may be temporary, most companies are seeking to decrease costs, often leading to lack of tools to do the job and underfunded projects.

These cost cutting measures and lack of hiring can cause existing employees to do a greater amount of work and start suffering from burn out. This burnout leads to loss of employee engagement. For leaders, now is the time to make sure your company is proactive in addressing the negative atmosphere within the company. Start focusing on creating a positive, resilient, team that is prepared to take on challenges. Ask your team questions & seek solutions to this cost cutting problem.

3. Maintaining Organization When Being Spread Too Thin –

Business leaders who are overworked often lose important tasks to either a lack of organization or simply not having enough time.



- The first problem can be corrected by carefully organizing current tasks. Create 3 files; Do it, Delegate it, & Dump it. (Handle everything once)
- The second problem can be solved by effectively listing priorities. Prioritizing what is truly important, verses those things that can be either skipped or eliminated.

Continued on next column –

This may mean giving up your own ‘pet’ projects as you work towards the greater good of the organization. ♦

Need help with the business challenges facing your today? Contact us today!

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Continued from page one – **Improve Communication**

This also means paying good attention to their facial and body language as they talk. Movements help you better understand what they are saying and help you remember.

- **Be direct and concise** – When you are relaying a message to someone else (whether it is spoken or written), make sure you are being concise and direct. In other words, make sure that the language you are using is unambiguous and relatively easy to understand. Throughout the conversation, continue to check to see if the listener understands what you are saying.

If you follow these three easy simple tips, not only will you be a better communicator and listener, but you will begin to notice employee morale and productivity increase. The workplace will be working as a unified team rather than a fragmented one.



If you have any questions about this article, or about how we can help you enhance your communications, team building, performance, leadership, strategy, and / or hiring needs, contact us today! ♦

Please contact us if you have any questions about improving your communication skills!

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"One of the marks of excellent people is that they never compare themselves with others. They only compare themselves with themselves and with their past accomplishments and future potential."

~ Brian Tracy

Exercises That Reinforce Positive Thinking

In order to reap the personal and professional benefits of staying positive, you must first train your mind to think positively automatically – without you consciously having to decide to “be positive.” To do this you will need to take certain steps.

First, you will need to make a conscious decision to pursue positive thinking and then commit wholeheartedly to realizing that goal. In order for positive thinking to have an impact on your life, you will also need to believe in its benefits. Since there will be setbacks throughout your journey, you will need the power of your convictions to help keep you on track.

Once you have committed to learning the skills of positive thinking, you will need to use certain exercises to teach yourself the methods and to reinforce the affirmative thoughts in your mind. Here are some ways to learn and practice the art of positive thinking.

Review your self-talk. The first step to learning positive thinking skills is to review the type of thinking you are currently engaging in now. Identify the negative thoughts that prevent you from being positive. Negative thinkers often begin their day with thoughts of something will go wrong today. Instead, focus on how things will go right today. Be positive and look forward to a fantastic day.

Use daily affirmations. Say your affirmations several times a day. These are positive thoughts of encouragement. These affirmations will help replace the negative thoughts inside your head.

Hang out with positive people. Surround yourself with positive people and eliminate the negative people in your life. Positive people will be supportive and encouraging in your endeavors.

Laugh out loud. Have fun, read jokes, watch funny movies, and laugh at yourself. Humor can help you feel positive. Enjoy life.

We have the power to literally “talk” ourselves into or out of success and happiness. ♦

Please contact us today if you have any questions about increasing your positive thinking!

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“I don't care how much power, brilliance or energy you have, if you don't harness it and focus it on a specific target, and hold it there you're never going to accomplish as much as your ability warrants.” ~ Zig Ziglar



One Minute Ideas

The Leader in Personalized News

DailyMe was founded in 2005 and is changing the way news is read and delivered with its advanced personalized news experience that meets the needs of modern-day consumers by combining the best of journalism, technology, and community.

DailyMe licenses content from hundreds of the world's best journalistic sources, allowing users to read full articles, share them and comment on them all within a single personalized news experience.

The web site also offers delivery schedule and format options. ♦

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Exceptional Leaders... Masterly Manage Change

Leaders initiate change in order to meet current and future demands of the organization. Exceptional Leaders know that how they manage change can influence the bottom line, either negatively or positively. They know that whenever an important change occurs, a natural human emotional and psychological process occurs. This includes:

- ✓ Denial and disbelief
- ✓ Resistance
- ✓ Exploration
- ✓ Recommitment

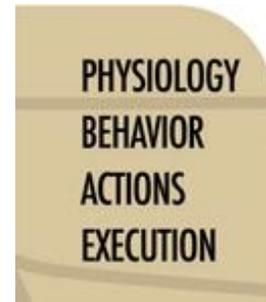
The leader's role is to help others accelerate through the change process and to positively impact organizational performance. When others are in denial and disbelief, leaders communicate masterfully and repeatedly.

Resistance can be grounded in fear. Others say it won't work. They stall out. There are complaints. Exceptional Leaders manage the resistance of others by honoring where they are in the change process. They listen, listen, and listen. They allow others to express concerns and to make modifications based on relevant feedback.

Once others are heard, they are ready then to explore options in creating a new future. Leaders facilitate that process. When a shared future is agreed upon, associates are ready to recommit to the new beginning.

Exceptional Leaders manage change by helping others move through the change process and as a result maximize organizational performance and profitability. ♦

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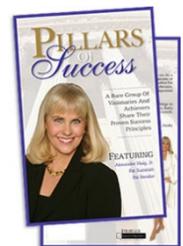


Pillars of Success. Don't miss this book! It's a Great Gift for your team, family, friends, or co-workers. Call Janine to order 301-439-8317 or click on the image for more information!

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 the three important things leaders and successful people have in common.



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PERSONAL EXCELLENCE SEMINAR



Personal Excellence Seminar: August 6-8, 2014

This three-day course allows you to focus on every aspect of your professional and personal life, to build on your strengths and bring out the best in yourself and those around you. **The seminar provides you with the tools to raise your game and take the rest of the team with you!** The benefits are both personal and professional:

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- Setting your professional and personal goals in life • Visualize, implement and achieve your goals • Learn how to reduce stress in all areas of your life • See and develop the strengths in yourself and others •

CONTACT BAYLEY & BENDER FOR MORE INFORMATION TO BRING THIS OR ANY OTHER SEMINAR TO YOUR ORGANIZATION!

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