

Spring Cleaning Your Life

Spring is finally on the brink of arriving here in New England. It has been quite a winter with snowstorm after snowstorm and record low temps. The snow is still melting. I so look forward to the green grass, the tulips sprouting, sitting outside with a book, feeling the warmth of the sun, playing with my children outdoors, reinventing my landscaping and bike riding.

Just as spring can also be a time to clean out your closets, office, rooms, and yard it can be an opportunity to **reorganize and bring renewal to your life**. This newsletter is intended to help you create a life congruent with your values, goals and mission through focusing on how you choose to spend your time. I will introduce you to an exercise in time management developed by Steven Covey author of *7 Habits of Highly Effective People* as a means of sorting out your life and making necessary **choices** to create renewal. Highly effective people manage their time in such a way as to organize and execute around priorities. Covey's time management exercise divides life activities/tasks into 4 quadrants.

	Urgent	Not Urgent
Important	<p>Quadrant I</p> <p>Crises, pressing problems, deadline-driven projects</p>	<p>Quadrant II</p> <p>Prevention, relationship building, recreation, new opportunities, implementing systems, planning/preparation,</p> <p>Health check-ups, savings, exercise, retirement planning</p>
Not Important	<p>Interruptions, some calls/mail, some reports/meetings, unprepared meetings, popular activities, demands made by other people</p> <p>Quadrant III</p>	<p>Trivia, busy work, time wasters, unproductive activity, pleasant activity</p> <p>Quadrant IV</p>

Every activity you do during the day can be placed in one of these quadrants. You can opt to choose one area to focus, such as career and approach this exercise with those related tasks in mind. Do this each day for one week. At the end of the week, you will observe how you are spending your time and energy. Which quadrant(s) do you find yourself in?

Highly effective people, those most satisfied and fulfilled spend most of their time in QII. If you find yourself there, terrific! However, if you find yourself more in other quadrants, this next segment will help you observe patterns suggesting why and what **new choices** you can make to enable you to spend more time in QII.

QI can be obstacles to focusing on more productive areas of your life. Here, you may feel you are carrying the weight of the world, experiencing stress and burnout.

- Stop what you are doing and take care of that which must be done by you, and will create further problems if not attended to.
- Decide what you need to hand over.
- Keep in mind other people's crises do not need to become yours.
- Prevent crises/crunch time from occurring by paying attention to over committing which creates insufficient time to meet deadlines.

QII is where to use most of your time and energy. Here is where you have your,

- Vision/mission which inspires/directs your present actions
- Perspective on working smarter not harder
- Control through prevention and planning
- Balance and harmony
- Efficiency and productivity

QIII is when you are out of control, feel victimized and your only focus is short-term. To minimize, eliminate and simplify here:

- Observe how you may underestimate the time these tasks take up in your day.
- Identify what you are sacrificing when responding to these activities. A very helpful thought to keep in mind as you make choices, "When I say 'yes' to this, what am I saying 'no' to?"
- Become proactive. What excuses do you have for believing you do not have a choice? Consider how you can influence this circumstance, individual, etc.

QIV is not surprisingly where most people spend most of their time.

- Notice the low payoff value for these activities. Keeping busy/active does not mean you are being productive.
- Become conscious, intentional, and purposeful with your choices and you will see more clearly these activities bring little value to you.
- Create accountability with your goals and you will limit significantly these time wasters.

What things could you do in your personal and professional life that, if you did it on a regular basis, would make a tremendous difference in your life? Here is QII, your path to RENEWAL!

Lisa Martelli discussed time management on Coaching Corners, radio program 3/29/05.

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Coaching can help you create a life congruent with your values, goals and mission. You can contact me at (978)686-5693 OR [click here](#) to email me and I will contact you for a complimentary coaching session for you to learn more about coaching and how it can help you attain your goals.

Register now for May 2005 Tele-classes

Create Your Dream Family

This tele-class is intended to make parenting easier, more meaningful and support you in your efforts. During the 4 weeks you will learn to:

- Discover your own parenting philosophy and family vision.
- Match your parenting strategies, choices and everyday interactions with your vision and values.
- Influence change through your communication, discipline and routines.
- Be human; to question, learn, make mistakes, struggle and grow, have fun.
- Create or restore balance among your many demands.
- Move through struggles.
- Refine your priorities, develop an action plan, make and maintain changes.

Fee: \$100, 10% referral discount. Includes 4 week tele-class and one parent coaching session during duration of class.

Date: Begins Wed. May 11th. 2 classes offered, 11:00am and 12:00pm EST.

Email lisa@baystatecoaching.com to register and indicate tele-class in subject line.

Email to be informed of future class if unable to attend either of these.

Mothers: Jump Start Your Career Transition

This tele-class is intended to save you time and energy in your pursuit of a change. Those who attend this tele-class want to create a career path that will provide flexibility, balance and fulfillment.

During the 4 weeks, you will learn:

- To identify your skills and strengths beyond those developed in your career.
- Use of resources to identify career options, including home business.
- What to expect in the career transition process.
- How to approach obstacles.

You will receive a wealth of resources, use of exercises and tools to assist in this process.

Fee: \$100, 10% referral discount. Includes 4 week tele-class and one career transition coaching session during duration of class.

Date: Begins Thursday, May 12th at 12:00pm EST.

Email lisa@baystatecoaching.com to register and indicate tele-class in subject line.

Email to be informed of future tele-classes if unable to attend this class.

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