

Millie
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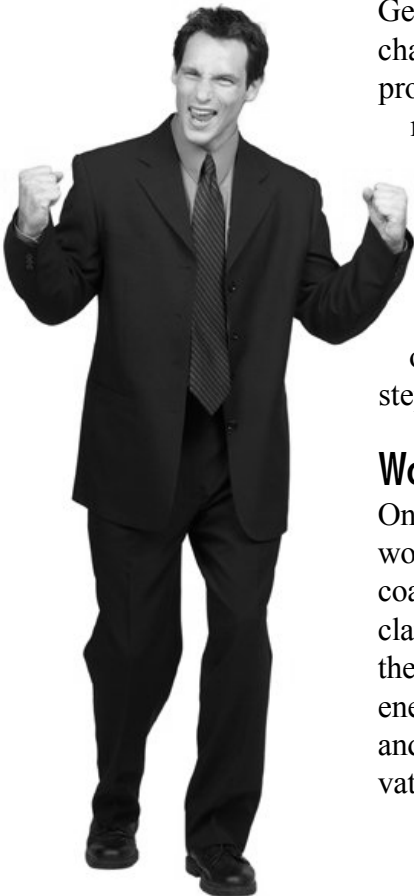
Coaching Vision

Helping you move forward

Issue 4

Stay focused & be productive

Distractions constantly pull your attention away from where you want to be. Staying focused means holding onto your dreams and taking steps to improve your life.



What does it mean to be focused? It involves being present, in the moment, able to bring your attention to the task at hand. When you're focused, you can act with intention. You can prioritize and get important projects done in a timely manner.

The opposite of focus is distraction. When you're distracted, it's hard, if not impossible to complete what you've started. Despite your best intentions, you consistently disappoint yourself and others.

Getting and staying focused can be challenging. Like most people, you probably have a busy life, filled with responsibilities and commitments.

Distractions constantly pull your attention away from where you want it to be. In the midst of all these detractors, how can you still be productive? How can you hold onto your dreams and keep taking steps to improve your life?

Work with a partner

One great way to gain more focus is by working with a professional/business coach. As a coach, I help my clients clarify what they value most and where they want to invest their attention and energy. Knowing where they want to go and why it's important fuels their motivation and, ultimately, their progress.

By working with a coach on an ongoing basis, you're less likely to go off on a tangent. When you do stray, your coach will be there to remind you of your goals and gently guide you back to your path.

I've been coaching a woman who is developing a holistic practice. She was often late for her coaching appointments and even missed a few completely. I soon found out that this happened not only with me, but also throughout her life. Because of her lateness, she often disappointed and angered people. She was determined to change this habit, but uncertain about how to do it.

Through our work together, she explored different time management systems that might work for her. She ultimately chose a Palm Pilot and, with time and practice, it's changed her life! Now, she always calls in for her coaching appointments on time. At home and at work, her new habits have been noted and are appreciated. She is seen as consistent and dependable, rather than as unreliable.

Have a plan & write it down!

Writing creates focus. Don't count on being able to remember everything that you have planned. Keep a calendar (daily, weekly, and monthly) of all the



Have you found it hard to stay focused on your own?

Call Millie for a free coaching session to address this and other issues that are holding you back. In your session, Millie will help you design a 90 day action plan.

For more information contact Millie at 413-655-2555 or MilliCOACH@aol.com

activities that you've scheduled. Some folks prefer a Day-timer-type written calendar and others a digital device like a Palm Pilot. Whatever you choose, be sure to use it. Utilizing a system like this can bring order to your life. You'll be more likely to keep your appointments and meet deadlines. Your colleagues, family members and friends will be happier and so will you!

Review your day on the night before

The best time to plan your day is on the night before. Before you leave your desk, make a list of the top six tasks that need to be tackled next. Then prioritize, putting the most important item at the top of your list. When you come to your desk the following morning, focus on the first item on your list. Don't allow yourself to get distracted until you're finished with your task. You'll be more focused, more productive, and more satisfied with your performance.

"Through my work with Millie, I've become more focused and productive. I completed my professional training, have started building a small holistic practice, and am now in the process of gaining board certification. I've done all of this while working full time and dealing with many personal challenges. By working with a coach, using a Palm Pilot and keeping important things first, I've made tremendous progress. I'm proud of my achievements and confident that I will pass my boards and become a certified homeopath."

Vickie O'Dougherty
Professional Homeopath

Try meditation

If you find that you're easily distracted, meditation is definitely worth a try. To do it, just sit quietly, close your eyes, and bring your attention to your breath. Observe your breath as it goes in and out. If your mind wanders off (which it probably will,) gently bring your attention back to your breath. You can start by mediating for five minutes, and slowly increase as desired. It will help you feel calmer, more centered and more present.

Don't despair

Is getting and staying focused a challenge for you? Don't despair. There are many simple and effective ways to improve your habits. Working with a professional coach, writing down your plans, planning ahead and meditating are only a few of them. Remember – even the best tool is only helpful if you use it. Make the commitment today, and start putting these tools into action.

