

# Vision Quest CONSULTING

## LEADERSHIP COACHING THOUGHT



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Vision Quest Consulting provides leadership coaching, organizational development consulting, and training to top executives and their teams.

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Welcome to Vision Quest Consulting's Leadership Coaching Thought!

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### THIS WEEK'S TOPIC: REDUCING THE OVERWHELM

Now is the perfect time as we mark the halfway point in the year to do a six-month check in of your business goals. It is critical to know precisely where you are in relation to your annual goals and assess what you need to do in order to make sure you reach them by the end of the year.

A simple checklist will assist you in the process of assessing your progress and identifying gaps in your business plan..

**REMEMBERING YOUR GOALS.** Take a piece of paper and look up or write down the top 3 goals you wanted to accomplish this year. These 3 goals are the ones that if you accomplished them, you would assess yourself and your business as successful.

**RE-EXAMINING YOUR PLAN.** Your plan consists of actions you needed to take during the year in order to reach each one of these goals. Have you done the things on the plan? Are you still in process? Have you already accomplished all your goals and need new ones to finish out the year with a bang?

**TRACKING YOUR PROGRESS.** Ask yourself, "Am I on track?" What things do I still need to do to be successful?

**SHARING THE NEWS.** Have you clearly and specifically told the people working

for you and with you, what the goals are and what's in the action plan? You know you have done a great job, if you ask 10 people who work in your organization, "What are our 3 focus goals for this year?" and they can tell you. Anything short of a succinct accurate answer means you have not done a great job in moving the goals down in your organization and therefore probably won't reach them.

**TAKE A BREATH** - No kidding! If you are constantly stressed, always wishing for more work hours, less work, or more personal time for yourself, you need to stop and take a breath break. Sitting quietly at your desk with the door closed imagining that each breath comes into your nose and travels all the way down to your abdomen and then slowly exhaling all that nasty stress out through your nose. Repeating this 10 times will pay off in a big way.

**GRATITUDE PAUSE** – Each morning as you walk into your office, notice one thing about your job for which you are grateful. Many of us spend too much time complaining about our work (especially when we get home). Focusing on the great in our work instead of the what's not working will transform our work from stressful to awesome. Today, for example, I am grateful that I have two windows in my office that overlook the ski slope across the street that still has patches of white snow peeking out of the newly green spring grass.

**READING YOUR GUT** – Next time you find yourself in overwhelm, stop and ask yourself, "What is the one thing I could do to reduce my stress right now?" Yesterday, I asked a client this question and he replied, "If I could just take a few minutes and write down a list of the top priorities I know I have to focus on and identify the next few steps in each one, I would feel a lot less stressed". He thought this exercise was overwhelming and would take hours to do and was delightfully surprised that he was completely finished in 15 minutes as we walked through it together.

Don't put off reducing the overwhelm you feel at work any longer. Taking a break to do these simple exercises will increase your effectiveness tenfold and at the same time give you a new lease on your work life!!

## OFFERINGS

1. Take it To The Top; A Guide to Executive Coaching and Mentoring in America's Top Corporations by Wendy Capland is available for \$49.99. **DO NOT HIT REPLY TO THIS MESSAGE.** This book is available as well as an audiotape on Developing Effective Leadership and Coaching Skills by clicking:

<http://www.visionquestconsulting.com/store.html>

2. The Impact of Executive Corporate Coaching Programs, audio tape \$19.99 **DO NOT HIT REPLY TO THIS MESSAGE.** This tape is available by clicking:

<http://www.visionquestconsulting.com/store.html>

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3. Complimentary half hour Coaching Session, first come first served. To register or obtain more information, email [wcapland@visionquestconsulting.com](mailto:wcapland@visionquestconsulting.com) with your name and phone number so that we may contact you:

Leadership Coaching Thought is written and produced by Wendy Capland. If you have any questions or comments, please send them to: [wcapland@visionquestconsulting.com](mailto:wcapland@visionquestconsulting.com). We'd love to hear from you.

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