

"Can You Coach Yourself?" Here's my 7 Tips to Be More Successful Personally and Professionally

by Dr. Cindy Brown, "The Business Relationship Dr."

Many of you know I am a **Behavior and Relationship Specialist**. I learned these skills two ways; by the traditional way of schooling, books and continuing education workshops, as many of us did. However the most important skills I realize I acquired came from what I learned as a child needing to survive in my family environment. My family prepared me well for a very successful career as a executive and results coach.

Below I share with you the 7 ways I keep my business and myself on track for Success:

1. Begin and End Each Day with a Plan: *There's a famous quote that says- "If you fail to plan, you plan to fail."* I always remind myself of this each day to motivate me to create my daily trail map so I can better navigate my day and accomplish my goals.

I recommend preparing a separate sheet each day. I use a yellow form, which stimulates my mind and catches my eyes if it gets buried under my work. I **first** look over my previous day's form and transfer any incomplete tasks. **Second**, I write a number next to each task to indicate priority (some people use letters-ABC). **Third**, I look at my project binder and see what tasks need to be completed for each project according to due dates and again priority (I also put a number next to these), **Fourth**, I jot down time slots next to each task. **At the end of the day** I look over what I have accomplished, observing my check marks and those tasks I did not finish. I also look at my calendar schedule for the next day so I can see what time I have available between clients, appointments etc. I start a new form for the next day transferring the incomplete tasks. **I have a little committee meeting with myself,*** celebrating my successes and coaching myself to be more productive the next day...always with love and acceptance, ***more about this in tip#6.**

2. Create Daily Rituals: There's a great saying- **Successful people do what unsuccessful people won't and don't do.** It is known that successful athletes and wealthy business people have particular daily habits and/or rituals they practice to make sure they perform the very best they can.

I have a certain number of daily habits I perform and in a particular order each day that creates for me a certain healthy foundation and a feeling of safety for myself and my life. I find that when I alter these drastically, I feel off balance and less creative and productive. For instance, I like to exercise almost every morning- it helps me wake-up, energize and cleans-out the bugs of the previous day. It leaves me feeling clear and ready to help myself and anyone. I also like

to spend time in the morning reflecting on my upcoming day and myself and to read something inspirational. When I miss this I find my day is just a bit off.

What do you need to do each day to allow you to perform at your best?

3. Keep Yourself on Task with a Timer: How many of you have sat down to quickly check your email, only to glance at the clock much later and realize it's been over 2 hours and you have missed that important call you needed to have and wasted important business time?

This is why I recommend people use time slots in their daily planning and additional support from the timer. It's hard to ignore the loud ring (make sure you get a ring timer not an egg-timer).

I have learned recently that men are single focused and women are multi-taskers. What does this mean? Men are more likely to finish a project all the way through, where woman will try to accomplish 8 things at once, going from one part of one project to another part of another project, only to realize the other project...have I confused you already? Does this sound like you? It was I awhile back, but **now I make myself stay on track with my lists and timer.** It really works, try it! **It works great with kids too!**

4. Make Sure Your Basic Needs are Met: You may have heard of Abraham Maslow's- *Hierarchy of Needs*. He was a psychologist who examined people's behaviors and the possibility of higher functioning. He found when our basic survival needs are not met we don't perform as well with the higher functioning needs and tasks.

Have you ever experienced moodiness, fatigue, lack of clarity or creativity and headaches when you haven't slept enough or eaten often enough?

Well Maslow says these needs must be met sufficiently in order for you to function at your very best: air, Hydration, nutrition, elimination, sleep, sex, shelter, and safety.

**Make sure you are getting these met first before you try to serve others, this way you can be personally and professionally more successful.

5. Take Breaks To Rejuvenate: Throughout your day get up and move your body and change positions and locations. Research has shown that your brain and mind need new physical activity and new environments to stimulate new ideas and to be more productive.

I make it a point to get up at least once an hour to handle my day more effectively. I arrange my timeslots on my daily plan to support this. Some computer programs have alarms and reminders to remind you as well.

6. Talk yourself In or Out of Anything: Did you know you have a very smart and proficient coach inside of you? You actually have a few coaches some productive, some destructive. Do you recognize these? No! [Contact me](#), I will show you! I teach people like you about their own unique committee and how to use this committee to help you become more successful and less destructive.

7. Always Keep Learning: As we talked about earlier; successful people keep on learning and growing. My other favorite quote:

“Every time I learn something new it pushes some old stuff out of my brain.” -Homer Simpson

When you keep on learning, you keep on growing. And when you keep on growing you make your life richer and the world a better place by sharing your wisdom.

How do you keep on learning: by reading, listening to **CDs**, radio, **tele-seminars**, **hiring a coach like me**, join a mastermind or **Coaching club**; I am offering one starting in November, **attend live events. Just do it!**

Remember: In order to be the person you have never been, you must do what you have never done before. Coach yourself to success or get support to help you get there! Give me a call or [contact me](#) so I can support you!

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