

“Manage Stress So It doesn’t Manage You.” My Secrets To Staying Productive Now and Starting out 2007 with a Bang!

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

Stress is damaging to us all physically and psychologically; it affects our relationships, productivity and creativity. It causes physical symptoms such as headaches and most of all it lowers our immune system; which makes us most susceptible to the flu's and viruses so prevalent this time of year.

So how do we avoid it, especially this time of year? Well I gave you some simple practical tips last month that you should continue to follow (if you missed it-my November 2006 issue is archived on my website on the ezine page), However this month I'd like to **focus on how to manage your stress by redirecting your energy to other productive activities that can make you happier and moving forward towards a prosperous 2007**

1. Create a Visual Road Map of your business/life/career for 2007: We have less anxiety when we know where we are going and can see the path to walk on. To reduce your stress this time of year **sit down and draw out a map of what your life or business looks like now, then create a separate one with what you would like your business or life to look like in 2007.** I have my clients create this “Candyland” map (like the old game board we had as kids) as a homework assignment. They can be creative with markers and pictures cut-out of magazines, or do it graphically on the computer. Then I have them post it in a prominent place so they can focus positive energy on it everyday, especially if you are stressed or feeling lost. “What you focus on everyday manifests!”

2. Write down your personal and professional goals and deadlines: I read about a Harvard University research study that tracked college graduates. This study looked at those graduates who wrote their goals down upon leaving college and those that didn't. The study found that the graduates that wrote down their goals- achieved them more often and were financially more successful than those who didn't.

I recommend my clients **write a list of everything they want to accomplish for 2007.** I assist and coach my clients to discover and write down 3 major goals in each of these 8 categories: Personal/psychological, physical/health, Business/career, financial, Social/friends, spiritual, family, and community/charity along with due dates. Then I have them write on a separate paper- a statement about each of these goals as if it has already happened; for example: *It is Jan 30th, 2007 and I have been working out for 4 week's 4 times a week and I am so happy I have lost 5 pds. And I feel and look great!* I recommend you read these 2x each day, so you can focus on what you want (not what you don't want) and manifest what you want!

3. Create daily to-do lists: To handle my everyday and work related stress, **I start each day with a fresh clean yellow to-do paper.** I look over the previous day's list

and transfer any task that wasn't completed to the new days list. This helps me see what I've accomplished (I can celebrate my win's and praise myself for my good work done.) I can also see what I didn't accomplish; discuss with myself (I call these my committee meetings) how my focus is, my time management, or my over estimation of my abilities. I can possibly refocus and plan better for these tasks and re-enter them on the new days list with new clarity of the project, plan and my goals.

4. Put together a Completion List and a Delegation list: Do you ever get overwhelmed with 101 tasks and errands and not having enough time to do all of them? Do you ever find that you beat-up on yourself because you can't seem to get the simplest tasks done or because some tasks have been on your to-do list for over a year? **I have a solution! First create a completion list of those things that have been on your to-do list for a long time** (examples: go to dentist, doctor, send package back, get picture framed, hire accountant, clean out storage room or closet etc.) **Second**, Add a number of importance next to each task. **Third**, assign a reward to each task; if you complete this task, you get this reward. **Fourth**, decide when you will complete each task; put a date to it. Tell someone so you are accountable and to help you actually do it. **Fifth**, if you know you will not be able to do this task, hire someone else to do it. **Start a delegation list** and jot things down daily that you can afford to delegate out. **Remember some things you can't afford the time to do it yourself!**

5. Keep Learning and Growing: Reduce stress by gaining more information about anything and everything. **Always carry a book, magazine, a copy of this newsletter** in your bag, briefcase or car, so when you are in doctors office, line at the bank, super-market, or any store you can focus on improving yourself or your business, rather than getting caught up in the stress of people and lines and your wasted time. **You are spending your time wisely, improving your mind and protecting your health!**

6. Join A Mastermind, or Hire a Coach: Reduce your stress by having someone else, or other people in a group help you sift through your confusing thoughts or chaotic process. Why does it seem we can help other people focus and move forward, but we sometimes need someone else to help us? Just accept it, there will be times when you may need a coach to help you see your blind spots or suggest another path. **Even the best athletes and most successful people use coaches.** Our own process and emotions often block us from seeing our truth and true clarity for moving forward; I as an excellent coach, can help you gain that clarity you need. There's a saying "**When emotions are high, intelligence is low.**" Let me be your guide out of your confusion and frustration.

7. Express and Process your emotions in a healthy way:

The most important way to avoid stress is to manage and process your emotions. How do you do this you ask...by first knowing that when you have negative emotions (anger, resentment, shame, guilt, sadness or any shade of these emotions) you will need a process to work them through. Some people use **self-talk** (committee meetings) to help them in the moment. I teach my clients to understand their own inner world to do this most effectively. Some people use **writing** to help them sort out their thoughts and

feelings, some people use a combination of **exercise and self talk** and some people **write or talk to themselves and then confront the situation or person when they have calmed down**. Any of these are good to process feelings, what can be bad for you is avoiding or stuffing or masking with- substances (food, alcohol, drugs), work, pleasure etc. Research has shown negative emotions and energy masked or untreated turn into toxic energy and then to dis-ease in the body.

Remember: In order to be the person you have never been, In order to have the life and relationships you have never had, You must do what you have never done before: Give me a call or [contact me](#) so I can support you in being the best you you've ever been and having the best 2007!

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