



The *Guilt-Free* Times

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Happy Spring

With Spring starting slowly here in the Midwest (yes, we had SNOW fall and accumulate this week - - in APRIL) spring fever tends to soar and our energy levels can plummet. If your energy is low, I've got 5 tips to for you below.

Along with Spring, April brings Administrative Professionals Week April 22 - 28, 2007. This annual event was originally organized in 1952 to recognize administrative professionals who are often the backbone of organizations. If you have an administrative professional on your team, be sure to recognize them during the week. I'm excited to have been selected as the keynote speaker for the McHenry Area Chamber of Commerce Luncheon honoring Administrative Professionals on April 20th. If you're local to my area, I hope you'll bring your team and join me where I'll be talking about Work/Life Balance.

Lastly, wherever we put our focus and energy determines what will get done. Are you happy about what you've accomplished towards your goals the first quarter of 2007? If not, I've got a special offer below to help you create the FOCUS you need to change that!

Wishing you spring sunshine and all the energy and focus you need for getting done what's MOST IMPORTANT to you!

Energetically Yours!

Victoria

Got Focus?

The first quarter of 2007 is nearly behind us. Are you on track with your personal goals; your business plan? Do you need time to work **ON** your business and not just **IN** it? Are you in need of clarity, direction, and profit? Then a **Focus for Success Session** may be just what you need.

This Confidential, Customized 3-Hour Individual Session Will:

- Provide the structure & time for a strategic look at your business or personal goals
- Identify & address obstacles in your path
- Discover additional opportunities for increased profits
- Create and prioritize key actions to move you forward!

Who Needs This?

Anyone who:

- Doesn't take time for strategic thinking
- Has a business challenge to resolve
- Needs clarity to optimize plans for a strong 2007
- Wants to take their business to the next level - personally, professionally & financially!

Work smarter, not harder & achieve Guilt-Free Success! Schedule your Guilt-Free Focus Session today by phoning 847-516-0190.

Save \$100 on your session when you schedule by 04/28/07

Put Spring in Your Step & Reclaim Energy

by Victoria Cook

With Spring starting slowly here in the Midwest (yes, we had SNOW fall and accumulate this week - - in APRIL) spring fever tends to soar and our energy levels can plummet. Like fuel in a car, energy is the catalyst needed to keep us in the driver's seat of our life. Everything we do in life either give us energy or drains our energy. How can we ensure we have the energy needed to get done the things most important to us? Here are 5 quick tips for reclaiming your energy:

1. Identify what's draining you. Is it nagging items on your to-do list, a family crisis, poor health, the clutter around you, or other tolerations with which you've been putting up? These things not only take up our physical time, they also take up mental mind space that can be used for more productive activities.

Write all these drainers down on a list. The mere act of doing this will help you begin to reclaim your energy and increase awareness of the energy drainers in your life. Once identified, begin taking actions to correct or mitigate the situation(s).

2. Discover what really nourishes you. What are the 2 or 3 things you need in the various areas of your life to really be at your best? If you're having trouble coming up with ideas, think about what's missing when you're not at your peak. Once you've identified what you REALLY need each day, put time in your schedule for those things for peak energy efficiency!

3. Don't major on the minors. Most things in life are not as major as we often make them out to be. When you feel your energy slipping and your temper about to blow, stop and ask yourself, "In 5 years will this really matter?" If the answer is no, then don't lose sleep, or energy, over it.

4. Reconnect with your life's purpose and goals. Spending time reviewing why it is you value what you set about doing can help fuel lost energy for your goals. Then identify one or two quick things you can do to move towards your goal and get them done. This will help you begin building momentum and spur your desire to continue taking steps towards your goal.

5. Care for the physical you. Sticking with the car analogy of the beginning of this article, you must keep up your "regular maintenance" to ensure efficient use of your body and energy. Schedule time for those long overdue Dr. appointments and your "2,000 mile check-ups". When eating, make healthier choices 80% of the time so you have a little room for life's luxuries, and keep your body moving. Whether you enjoy sporting activities, aerobics, or just strolling through the park with a friend, move your body 15 - 20 minutes per day. These simple principles, along with getting regular rest, will keep the physical you in peak performance.

Caring for yourself is NOT a luxury, but truly a NECESSITY in order to be running on all 6 cylinders with ample energy to be in the driver's seat of your life, and care for those around you. It's about as "selfish" as the airlines telling you to put on your own oxygen mask before helping those with whom you are traveling. You can't help them get their masks on if you're not breathing. The same is true of life, if you don't keep your energy reserves up, you won't have any to give. Using these 5 quick tips will combat spring fever and rev you up energetically. See you in the express lanes!

Schedule Highlights for The Guilt-Free Coach

April 20th

Work/Life Balance - - It CAN Exist

McHenry Chamber Administrative Professionals Day Luncheon
McHenry Country Club, McHenry, IL
Cost: \$18 for Members; \$25 for Non-Members

Often in the hustle and bustle of work, we don't get the opportunity to thank those who work so diligently to keep things running smoothly. This luncheon is an opportunity to do just that. Treat them to lunch and I'll treat them to some great information for creating more meaning and harmony in their personal & business life!

[Get More Details...](#)

April 26th

8 Steps to Guilt-Free Living - Teleseminar

11:00 AM - 12:00 PM CST

We meet virtually by phone!

Cost: FREE

Get rid of the Guilt, calm the calamity and **design the life you deserve** in 8 straightforward steps!

[Get More Details...](#)

[Register...](#)

May 10th - A FREE event in Honor of Mother's Day

Claiming the "I" in Time

Bright Horizons @ Park Center

One Corporate Drive, Lake Zurich

4:30 - 6:00 PM

Cost: Free - Complimentary Mother's Day gift from Bright Horizons

Refreshments provided

Phone 877-624-4532 to RSVP

Are you scarcely surviving the day? Tired of trying to be Wonder Woman, running at break-neck speeds yet feeling like the important things never get done? **Put an end to feeling depleted and let go of any guilt around taking more time for you!**

[More Details...](#)

See my [Schedule](#) page for additional future events

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