



## Cathy Alfandre's E-Letter

*Create greater joy and fulfillment in your working life.*

May 2006

### **Greetings!**

"He who every morning plans the transaction of the day and follows out that plan, carries a thread that will guide him through the maze of the most busy life. But where no plan is laid, where the disposal of time is surrendered merely to the chance of incidence, chaos will soon reign."

-- Victor Hugo

### ***Dealing with Distraction***

I've noticed that those who are trying to make some kind of change in their working lives often get distracted. And frankly, it happens to me too, all the time. Some of the distractions are (by my own and my clients' own admission) really a smokescreen – an attempt to avoid tackling a big or scary question or task. Other distractions are true invasions – family demands, work snafus, unexpected problems. A handful of friends and clients recently had to deal with major flooding in their homes, due to all the rain here in CT, requiring them suddenly to extract belongings from basements, deal with insurance companies, and reconstruct. Talk about a major distraction!

Even though there are myriad ways to be distracted, real or fabricated, I see that there is really only one way – well, actually, two ways – to deal with distractions:

1. **Structure.** Making a change, trying new things, and achieving what you want can all be hard. Structure makes them easier. It can take many forms:

- Blocked out time on your calendar, at least every week.
- A written vision and action plan that you can refer to as needed.
- A short, prioritized list (not a running laundry list!) of things you need to do each day.
- "Homework" assignments that you can turn in (or report on) to someone else – friend, coach, mastermind group, whomever.
- A reward system – i.e., I'll give myself this treat as soon as I finish this task.
- A private place with no phone service (or the phone turned off).

Ideally, your structural support will include all of these elements, and perhaps others that work just for you. Without this kind of structure, the distractions take over!

2. **If you still get distracted, forgive yourself and go back to #1.** There's no point in beating yourself up – that takes up valuable time too.

Let me know what kinds of structure you give yourself; I'd love to be able to share

your ideas with others.

All the best until next time,

Cathy

### ***Put Your Career Into Motion with Group Coaching***

Are you contemplating a job or career change, but haven't been able to take enough action to move forward? Perhaps you have some ideas and don't require one-on-one coaching, yet some guidance and support would help you make more progress. Group coaching can provide just the "oomph" you need to get rolling!

#### ***What can you expect?***

Personalized coaching and guidance from me, plus ideas from other group members, all focused on helping you take action and gain momentum. The group will also work on common challenges and barriers to career change.

#### ***Who will participate?***

Enrollment will be limited to a maximum of 4 professionals, all of whom have a common desire and readiness to move into a new job or career.

#### ***What kind of time will it take?***

The coaching group requires a commitment to 3 one-hour telephone sessions during one month. Precise dates and time to be determined based on participants' availability.

#### ***What will you get out of it?***

A practical action plan, tools, resources, and specific steps you can take to move forward. Fellow group members will offer support as you take tangible action during the coaching month.

**A new group will be starting in June, and space is limited.  
Contact me to learn more and to register today!**

And, if you know someone (friend, family member, neighbor, colleague) who would benefit, please forward this e-letter along, with my thanks.

This bi-monthly e-letter is intended to offer ideas, tips, resources, and questions to ponder on careers, fulfilling work, and career-life decisions. I welcome your reactions and your suggestions for future topics.

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