



## Cathy Alfandre's E-Letter

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

November 2006

### **Greetings!**

"You have to decide what your highest priorities are and have the courage—pleasantly, smilingly, nonapologetically—to say 'no' to other things. And the way you do that is by having a bigger 'yes' burning inside."

— Stephen Covey

### ***Finding More Time—Two Ideas***

I recently had the opportunity to lead a team workshop on time management. Through exercises and discussion, we covered about a dozen different aspects of what it takes to manage time successfully. Now that the (often hectic!) holiday season is here, I thought it would be helpful to share two elements that struck a chord with the folks I met.

**Put goals before activities.** How often do you start your day with a to-do list, and then just start doing things and crossing them off the list? It's satisfying to be efficient and get "stuff" done, but if you're like many people, you aren't getting to other more important things. Perhaps those bigger or more difficult tasks aren't even making it to the list.... Managing your time well means getting into the habit of clarifying what you want first, before you start doing. What are your personal and professional goals for the next 3-6 or 6-12 months? These goals may relate to your career growth, your personal or professional development, your well-being, your relationships, and so on. Take the time to write down what you want to achieve, and make these goals as specific and measurable as possible. The act of writing them down really makes them clearer and more tangible. With this foundation of written goals in place, you're ready for the second idea.

**Take 15 minutes every Sunday to sketch out the week ahead.** This is one of those habits that the most effective time managers just get into. In light of your goals, what do you want to achieve this week? Which "to-dos" will help you move closer to what you REALLY want? What lower-priority things can you choose to say no to, or delegate to someone else? Take the time to literally schedule activities into your week. You set aside time for the important things and avoid the procrastination trap. Of course, urgent and unexpected things will come up and you'll have to make adjustments, but less often than you might expect. By thinking ahead a week, you avoid getting sucked into the daily list of tasks and end up focusing on your priorities and accomplishing more.

My best to you for a joyful and healthy holiday season –

Cathy

***Internet Job Search Resource: Weddle's***

When searching for a job, most people these days look for opportunities on internet job boards. But once you start, a question quickly surfaces: Which internet job boards have the best opportunities for you? Weddle's can help you figure it out.

Among other services, Weddle's publishes guides and directories to help you navigate the 40,000 employment-related sites on the Internet. Some of these publications include:

- Guide to Employment Web Sites – evaluates 350 of the top websites, giving you information to select ones that will be better suited to you
- Directory of Employment-Related Internet Sites – provides over 9,000 websites, organized by specific career field, industry, and geographic region
- Guide to Association Websites – lists the 1,900 professional, technical, and trade associations that provide job-related services on their websites
- WizNotes - mini-guides to the best internet job boards for specific professions (such as finance/accounting, sales/marketing, engineering, human resources, and more)

Check out [www.weddles.com](http://www.weddles.com) for more information. It's good to know that there's some help out there in the world of online job searching.

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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