



The Art of Excellence

Leadership. Teamwork. Success.

April 2008

Sylvie Gervais-Leduc

We Are Creating Excellence When...



When we carve out time to think.

Carving out time to think, daily, is essential to any success.

Whether it be early morning in office before the hustle and bustle of the day begins, in your vehicle a few extra minutes with your agenda or journal to prioritize your day or some quiet time when everyone else is gone and you can get your “list” ready for tomorrow, this sacred time is just that, sacred. Some people chose to “hide” during their lunch in order to take time away and refresh, this is also a great habit. However, sacred time to think, booked in your schedule, will make the difference in your mood, your pace, your stress level, your clarity throughout the day as well as your productivity and sense of fulfillment at the end of the day. Why? Because when you take the time to think, you access clarity, you plan ahead, you are ready, mentally, for pretty much anything! If you were to go on holiday, would you simply get into your car and see where it takes you? Well, there are times when we need to trust a plan or direction greater than our own and to just “go with the flow”, however, when you plan your holiday, knowing that you are going to Toronto rather than Ottawa, you will know which road to take (or plane to book and get onto) in order to get there. Daily time to think is like a “daydream” to set your “intention” for the day, it’s a time to plan, think, prioritize, and organize your workday. It allows you to look at what is expected of you, needs your attention and can even include your next week and/or month. It allows you to get organized and feel clear and confident about your plan and direction. After this is done, you can let go and enjoy the journey of the day. That doesn’t mean that unexpected things won’t occur, however, when you are clear (and realistic) about what you want to accomplish in a day, you set an intention that usually gets you to where you want to go...if you take that time.

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**LOOK FOR
SYLVIE'S COLUMN
IN THE NORTHERN
BUSINESS
JOURNAL**

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Welcome

Louise

Bergeron

The Art of Excellence is pleased to announce a newcomer to our team!

With a background in management within the insurance industry and more recent work with executive recruitment, Louise joins The Art of Excellence as a Coach, Trainer and Workshop Facilitator.

She brings a solid 21 years of experience in helping leaders and front line staff of various organizations, achieve their highest aspirations and desired results.

Louise believes that people generate the successes in their lives by being true to their best selves and clear about their values. By leveraging the concepts of Leadership, Coaching and Emotional Intelligence. Louise's work with The Art of Excellence is to

If your vision was to tackle Mount Rushmore, you may then set your goals in that direction. Once you get there, daily you will talk with those who are with you or take the quiet time needed, (perhaps a few times a day) to plan your strategy, to analyse the weather conditions and predict some possible challenges or tasks that are needed at this stage of the climb. We can't predict everything. That is why we need to step back and look at things, pro-actively, as we move forward towards our vision and goals. One step, one day at a time. Taking the time to set your intention, observe, evaluate, plan the day (week, months) ahead, you will find yourself much less stressed, much more productive, much more excited about the work you are doing and the direction you are moving towards as well as clear and fulfilled at the end of each day.

Don't forget to add "what you've accomplished" to the tasks assigned to yourself at quiet time. Being appreciative not only about what you have to do but also about what you have accomplished will set a very positive tone to your quiet time. Too often we look at what is "to do" and forget to celebrate what we have already accomplished (perhaps that is a topic for another day)!

What's your intention for this day?

Although there are as many different ways to do this as there are people on the planet, here are some tips and/or tricks others have used that I would like to share with you (you may find one of them inspires you or may simply trigger your imagination for what works best for you). Arrive at the office (or workplace) early and take 15 to 30 minutes to plan your day. Get to work early and stay in the car for a few minutes before you enter to the hustle and bustle of the day. Get outside for lunch, go to the park or take a walk and think. Sit in your car for 15 to 30 minutes before you leave the office and review your agenda for tomorrow to prioritize at the end of the day if you prefer (add all you've accomplished today to that list too!) Get out of bed 30 minutes early (if you have a family, get up 30 to 60 minutes before they do and enjoy the quiet time) and make your list from home before breakfast or with a cup of tea, coffee, juice or water. When you get home, take 30 minutes to review your day and plan for tomorrow before you prepare dinner (I call this transition time). Whatever you choose to do, enjoy the benefits taking time to think allows you...success and fulfillment. Have a wonderful month!

champion her clients, helping them to move forward and to flourish as leaders and workers within their work environments of choice.

Have an EXCELLENCE month!

Sylvie Gervais-Leduc

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Upcoming Events !

The Art of Excellence

April 8, 2008 at
Ristorante
Verdicchio's (lunch
will be provided)

FULL DAY SEMINAR
9:00 a.m. to 4:00
p.m.

\$265.00 + GST per
person
(10% discount for
more than 2)

HOW TO
REGISTER:

By Phone: (705) 969-
8827

(866) 827-8448

By Email: info@taoe.ca

SPECIAL OFFER:

Each participant will
receive a deck of
Sylvie's "Inspiration
Cards".

Stress and lack of energy are common problems that cost individuals their health and happiness and costs businesses money!

The impact is negative emotions, illness, absenteeism, lack of motivation and stressful work relationships. When energy is low, people struggle to cope with the demands of their jobs and it creates negative environments!

If you struggle with low energy – you can't be productive and you certainly can't be fulfilled by your work!

Invest in yourself
Invest in your employees
Invest in your business

Spend a day with Sylvie Gervais-Leduc of The Art of Excellence and learn to...

BOOST YOUR BATTERY!