

In This Issue

CEO IQ

Need a Speaker?

Who Owns Your Time?

How to Manage Your Time

Guest Column

Dear Sarah:

What Time is it?

It's time to take control of your time! And if you're a business owner, that means you have to organize your time and find the sources of information that get you what you need to know NOW.

If you're a business professional working for a company, that means that you have to organize your time and find resources that help you get **and stay** focused.

This month's newsletter is about giving you the tools you need to manage your time, your life and your business better.

If you have any ideas for future newsletter topics,



Who ultimately owns your time?

Think about a given day for yourself. If you're like most people, you are behind from the moment you get up to the moment you go to bed.

In addition to that, the number one reason that many people have trouble sleeping is that they lay awake thinking about all the things they didn't get done that day, or all the things they have to do the next day.

Depressing, isn't it? **But it doesn't have to be that way!** Years ago, I heard a saying that has revolutionized the way I think about my time and my choices: "Take Control of Your Destiny, or Someone Else Will."

It's as true for you as it is for me. Your time is YOURS, and to re-take ownership of your time you have to stop the madness that takes place in any given day.

This newsletter is full of hints, tips and tactics to re-take ownership of your time. One in particular that I'm excited about is membership in a company that I'm collaborating with called CEO IQ. Check the article out, and then decide for yourself!

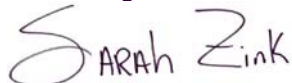
[Five Reasons Sarah's Clients Train With Her](#)

How to Manage Your Time:

[contact me](#) and let me know.

Writing a newsletter and need some "snippets" of information? You are welcome to quote anything in this e-zine, provided you reference Sarah Zink Business Training.

Warm Regards,



Sarah Zink
Sarah Zink Business Training



How does a busy CEO get access to information, tools, and resources to help him/her grow their business?

I'm pleased and proud to be collaborating with Jet Parker, Chief Visionary Officer of [CEO IQ](#) to offer you a membership special.

For \$300/year, CEO IQ members have access to members-only [information](#), [events](#), [tools](#), and the CEO IQ [Concierge service](#).

Your CEO IQ membership - about the price of a typical chamber membership - gives you some incredibly powerful tools that provide momentum to take your business to the next level.

Are you Program Director for your group?

If you are program director

Cost Your Time - Figure out what each hour costs you. The next time you want to spend time on a task, you'll consider the cost.

Chart Your Time - Plan your day, or everyone else will! Block out two or three times a day to check and return voicemails and emails (rather than as they come in), block out time to do that report you hate (first thing in the morning is best), and block time to take breaks.

Control Your Time - Be aggressive about managing your time! You must mentally prepare yourself to say "no" or "not now" to your friends, family and co-workers. Like a diet, people will want to get you off-track, but like a diet, only YOU keep yourself on track.

Concentrate on Results - As you manage your time, focus on results. What is it going to take to get you where you want to be? Make time every day to take actions that move you toward your goals.

Use a Clock and Calendar - When you find yourself challenged to finish tasks, begin by assigning priorities by date. Always ask: "When's it due?" That will help you put things in order by due date.

[More About Sarah Zink](#)

Guest Column:
[Gretchel Johnson](#),
Life Coach



In honor of Valentines Day

Fearless Loving

Take a look at how we love. No matter how we do it, love can be sticky, messy and hard to be with. With the wonderfully delightful ebb and flow of love we cannot know (at any time) what to expect. Moreover, we are keenly aware of the pain that love brings into our lives. Love is so significant that at times, fear is what our experience of it is most likely to be. Or so we believe. But if we will face love with the presence and the power of a peaceful warrior, our relationships will heroically unfold in massive portions. Try these three suggestions:

for a chamber or special-interest group, it's hard work to find interesting speakers.

Some of my keynote topics are listed below, and I'm always willing to customize any speech for a group.

- Fearless Living
- Empowering Your "IT"
- Women and Power
- Who's in Charge of Your Destiny?
- The Myth of Motivation
- Do You Want To Win or Not?

[Contact me](#) to check availability and rates. There is no charge for most chamber events.

Quick Links...

[Who is Sarah Zink?](#)

["Think Zink" Shop](#)

["Power And Women" Cruise](#)

[Free Stuff](#)

[Signature Training Topics](#)

1. **Love yourself first.** We can't truly give to others what we won't give to ourselves. Love gets messy when it is given with a 50/50 mentality. Look in the mirror and say these 3 words: "I love you."

2. **It's a story - don't believe it.** We make up stories about almost everything. We tend to interpret events in such a way that only creates negative feelings. Let's open our hearts and allow room for the truth. Let's be brave and honest about our feelings.

3. **Forget about perfection.** It leads to more feelings of fear, anger, control and judgement. Try excellence instead, and notice how there's more acceptance in this place, as well as a willingness to be wrong, experience of personal power, willingness to risk and be more giving. And there is no destination - loving is a journey.

Fearless loving begins with NOW!

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