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Dear Sarah:

Tis the season... to **stress!**

I'm not going to beat around the bush - work is stressful enough during the year, but when the holidays arrive, you can add increased expenses for holiday giving, in-laws visiting, cold and flu season, holiday traffic... well, you get the picture.

For some people, the holidays are a sad time. According to the American Psychiatric Association, more than 17 million Americans are affected by depression, which can be made worse at this time of year, particularly for those who are estranged from family or may not have gotten lots of party invitations.

One of the areas I specialize in is "People Skills", and I would be remiss if I ignored stress in the workplace during the holiday season. If you would like me to come into your place of business and provide some



### What IS Work-Life Balance?

Work-life balance is nothing more than YOU exerting a measure of control over when, where and how you work. It's critical for a healthy lifestyle. It's not just managing the amount of TIME you work, it's about responding to your individual needs and aspirations.

Brian Dyson, former CEO of Coca-Cola, once said: "Imagine life as a game in which you are juggling five or so balls in the air. You name them: work, family, health, friends, and spirit. You're keeping all of these in the air. You will soon understand that work is a rubber ball: if you drop it, it will bounce back. But the other four balls - family, health, friends and spirit - are made of glass. If you drop one of these, they will be irrevocably scuffed, marked, nicked, damaged, or even shattered. They will never be the same. You must understand that and strive for balance in your life."

At this time of year, it's important to manage the amount of stress you are feeling at work and at home. This month's newsletter is about YOU re-taking control, not only of your time, but of your life.

If you'd like to contact me to help you plan for your business success in 2008, please click [HERE](#) to schedule an appointment and I will be happy to work with you!

training to help you and your staff work better together, please [contact me](#) and let me know.

Please take a moment to scan this email, and find a tip or tool to help you enjoy your friends and family this year.

If you have any ideas for future newsletter topics, [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

## Quick Links...

[Who is Sarah Zink?](#)

[NEWS about "Think Zink Business Radio"!](#)

["Think Zink" Shop](#)

["Power And Women" Cruise](#)

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

### It's Your Time - Reclaim It!

We seem to feel, say or think we just don't have enough time. We think the latest gadget, time management system, tool or software will assist us in multi-tasking. However, as Jim Loehr and Tony Schwartz, authors of *The Power of Full Engagement* explain, "It is the skillfull management of energy, not time, that most significantly affects high performance."

Notice your energy cycles, typically three a day. Use the highest energy cycle for the task requiring the most creativity. Reserve the administrative duties (including answering emails and such) for the lower energy cycle - usually early afternoon. A workaholic's schedule of long hours is the wrong measurement - it makes more sense to look at productivity.

Time is lost in over committing - saying 'yes' to everyone almost as a relex action. We all have various levels of stengths in the area of saying 'no'. Find yours and create some boundaries. Take notice of how you feel when you say 'no' If you feel nervous or guilty, ask yourself what you find hard about it.

Remember the flight attendant tells us to start the flow of oxygen for ourselves first, there's purposeful reason for that. You must save, serve and support yourself first, and you can do that by taking some personal time to do as YOU please. **You are important and your time belongs to you - reclaim it!**

## Do You Need Continuing Education Hours?

I know that some of you need Continuing Education hours to fulfill certification requirements. For those of you who can use general CEU's, I'm offering nine (9) two-hour classes that qualify for Continuing Education Hours through the University of Texas at Arlington. Each class is only \$65 per person!

Under **Professional Communication**, you can choose from: Powerful Communication Skills, Powerful Negotiation Skills, Verbal Presentations, or Handling Conflict.

Under **Management**, you can choose from Understanding Behavior Styles for Improved Performance or Delegation.

Under **Business Skills**, choose from the Art of Networking or Time Management.

Under **Leadership**, I'm offering one class: Leadership is Action, not Position.



## Need a Speaker for Your Next Event?

Do you want someone who's "been through the fire" to come and speak at your next luncheon or meeting? Are you looking for a powerful keynote speaker for your next event?

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?

To check availability and rates, contact [Derryl Williams](#) at ColdFruent Productions or call him at (972) 934-6717.



[Join Our Mailing List!](#)

If you have a group of five (5) or more people, [contact me](#) and I will be glad to work with you to coordinate a training program at your location.

Click [HERE](#) for dates, times and to register.

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