

# CAREER HEALTH

## Six Keys to Respecting Your Time

By Maria Gracia

Are you the type of person that always says YES to every demand on your time? Can you watch my kids? Will you drive me to soccer practice? You're so good at sewing; can you help me make a party costume for my daughter? Would you mind calling that person for me? Since you're already working on the computer, would you mind typing me a letter?

Would you say YES to almost every one of these requests?

There is certainly no shortage of people looking for volunteers. But the truth is that you can only do so much, before getting stressed and exhausted.

One important thing to remember is that the only way that others are going to respect your time, is if YOU respect your time.

**1. DO ONE OR TWO THINGS, AND DO THEM WELL.** Rather than volunteering at every school, church, organization or work activity, pick one or two things and focus your efforts on those. If someone else requests your time, let them know you're committed to these one or two activities, and simply cannot take on another.

**2. IT DOESN'T HAVE TO BE ALL OR NOTHING.** While you may consider helping someone out with something, that certainly doesn't mean you have to do it all. For example, rather than serving on a committee, you may volunteer to make reminder phone calls, or to type up the newsletter.

**3. BARTER.** If someone asks you to volunteer your time, ask this person to volunteer their time right back. For instance, if your friend asks you to baby

sit tonight, ask her if she can drive your son to school tomorrow.

**4. NO GUTS-NO GLORY.** If you have no intention of saying YES, don't avoid the issue by saying, MAYBE, or IF I HAVE TIME. While this may temporarily alleviate your guilt, it's unfair to the other person, and you'll be wasting time fretting over what excuse you're going to give to this person. Just say No. And don't feel guilty about saying No, because you want to spend some quality time with your family, or you need some personal time alone.

**5. TAME YOUR TO DO LIST.** Your To Do List should not be ten pages long. Good time management is picking and choosing those items that are truly important and saying NO to those that are not important at all. Force yourself to limit the amount of items on your To Do List.

**6. DO IT BECAUSE YOU WANT TO.** While there are some situations that are to be considered emergencies--such as helping an ill relative or friend-- there are many other requests for your time that you simply don't have to do. The best rule of thumb is to choose those activities that you TRULY WANT TO DO--those things that will make you happy. If someone asks you for your time, and you find yourself thinking, 'Oh, no', then don't do it.

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Stress: Control it, Change it, or Let it Go!

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much control. On the job, it impedes productivity and healthy teamwork. People tend to blame other people. If you are stressed out because of others, it's important to go through the steps of control, change and letting go. Unless you are ready to leave your job, family, or the planet earth, chances are you will continue working or being around the "stressful people." Ask yourself if the other person is actually a "stress carrier," or simply has a different style.

Letting go is a process. It takes time, and doesn't always happen at once just because we will it. We have to use our thoughts to control our emotions and our actions. Remind yourself that there are people and events you cannot control. All you can control is your attitude and your reactions. It's possible to change yourself-talk about the situation. Identify which stresses you can control, take appropriate action, and learn to let go of the things you can't.

Pick something in your life that stresses you out. Can you control it? If so, what can you do? Can you change it? If so, how? Perhaps you can only change or control a part of it. Do you need to let it go? If so, what can you do in order to let go?

You can view life as unexpected and exciting or you can view it as scary because you don't know what the future holds. Take charge; take control or let it go. The choice is yours!

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"The past is a ghost, the future a dream, and all we ever have is now."

-Bill Cosby

# VALUES - BASED QUALITY OF LIFE™ Newsletter

Because Making Smart Choices About Your Money Impacts The Quality of Your Life

Over the years, we have found that there are elements of your life that are more important than money.

These elements - Physical Health, Relationship Health, Inner Health and Career Health - cannot be delegated.

We hope that you find these articles to be of value in improving the quality of your life.

## PHYSICAL HEALTH

### Stress: Control it, Change it, or Let it Go!

By Simma Lieberman

Have you ever tried to control other people? Who get stressed out? Have you ever tried to control things or events over which you had no control? Do you find that stressful?

There are different types of stressful situations. Some, like people interrupting you all the time, you can control. You can let the interrupters know you are busy and don't have time to talk.

Other stresses, like rush hour traffic, are usually beyond your control. But there are some things about rush hour traffic that you can personally change which may help; taking a different route, for example, or traveling at a different time. Of course, these changes are not always possible. In that case, you have to change your attitude about the situation, in order to lessen the stress. You can listen to music or educational tapes or books-on-tape. Rush hour traffic won't seem as frustrating because you'll be doing something to help keep your mind off the traffic and other drivers. In order to let go of commute stress, you have to accept the situation. You must accept that you cannot control the traffic, no matter how much you yell and gesture at other drivers to speed up. A stressful commute can ruin your whole day, don't let it! Accept that, if you are unable to change your route, or your time of travel, you are powerless over everything on the road, with

the exception of your car and your attitude. Control your attitude, let go of the traffic, and you can control your stress!

You can learn to manage a great deal of your stress by looking at each stressor and asking yourself, "Can I control it, can I change it, or do I need to learn to let it go?"

The "control, change, or let go" concept is an important key to stress management. We spend too much time worrying about things over which we have no control then we have no energy left to control the things we can. We become so overwhelmed, that we feel like our whole life is out of control and we'll never catch up. Once you understand the "control, change, or let go" concept and start putting it into practice, you will be able to deal much better with stressful situations.

So much of our stress comes from trying to control other people, places and things when we simply cannot. We are the ones who end up with the stress and resulting headaches! The people we try to control go home, or simply ignore us, barely giving us a thought. That's why it is so easy to build up resentments against other people in situations or jobs when we don't think we have

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# RELATIONSHIP HEALTH

## Secrets to a Long Lasting & Fulfilling Relationship

By Michael Douglas

### Love means having to say you're sorry:

If you make a mistake by doing or saying something that is damaging to the relationship, say that you're sorry. Many people struggle with these words, even when they know that what they did was wrong. It actually takes a strong person to apologize.

### Be yourself:

Don't be phoney in your relationship, trying to be someone or something different as a way to please your mate. For a relationship to work, both people need to be themselves and react to things naturally.

### Maintain your health:

Having a good relationship means having the energy to enjoy getting out and doing things together. To do that, it's important to eat right. When people are tired, they become short-tempered. For this reason, it is important to get the right amount of sleep. Good exercise keeps your body in shape for being adventurous together.

### Compliment a lot:

Be generous with compliments. It's

very common for people to notice something nice about another person and think about it internally, but never voice it. When in a relationship, compliments are like glue. They hold the couple's attention and respect. Make sure your compliments are genuine.

***"Love and respect are the most important aspects of parenting, and of all relationships."***

**-Jodie Foster**

### Realistic expectations:

No matter how wonderful and flawless your mate seems, no one is perfect. Be careful about putting someone on a pedestal, especially in the early stages of your relationship. Ensure that the expectations you have for your mate and yourself are realistic.

There are going to be differences in opinion, and probably some disagreements. Also, do not assume that your mate knows how you feel or what you think about something. When discussing something impor-

tant to you, ensure that you both understand the same thing.

The reality is that neither one of you is going to know exactly what the other one exactly needs. As long as you do not expect them to read your mind and accept that this is a part of getting to know one another and communicating, you will be fine.

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# INNER HEALTH

## Liberate Yourself From Fear

By Mark Victor Hansen

Where fear is allowed to reign, dreams are left to die. Everyone feels afraid at one time or another, but to have everything we want in life we have to push through our fears and do what needs to be done. I know it's sometimes scary to even think of doing things that scare us – but what is even more frightening is to think about coming to the end of our time on this planet having never watched our heart's greatest desires realized. We must free ourselves from the constraints of fear, and allow our dreams to fully manifest.

Eleanor Roosevelt once said: "You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing, which you think you cannot do." This quote states the problem and the solution. We must stop running away from things that frighten us, face our fears head on, then do the thing we fear the most.

Most of the time we'll find out that the "thing" was not that scary after all. Our imaginations had behaved like a super fertilizer and grown a grotesque monstrosity in our minds. Remember, our imaginations are incredibly powerful. They can work against us, creating horrible images that leave us paralyzed with fear. But they can also work for us, building a world where everything we do is an adventure, a miracle. And the most amazing thing is that we hold the power to control our minds – we allow fear to dominate our lives or we choose to dominate fear. Those are our only two choices.

Most people are paralyzed by fear. Overcome it and you take charge of your life and your world.

What is it that you fear the most? Before you can eliminate fear from your life you'll need to identify exactly what it is that you fear. You may only be able to come up with a few. Or you may need to buy a few notebooks to make your list. Whatever they are, and however many you have, it is up to you to name them and begin to delete them – one fear at a time. How do you conquer fear? There's only one way – "do the thing you cannot do".

Scary, but very necessary.

***"I tend to think you're fearless when you recognize why you should be scared of things, but do them anyway."***

**-Christian Bale**

To begin to liberate yourself from fear take out your journal or notebook (or notebooks) and ask yourself these questions over and over again for each fear, until you get to its core.

- What am I afraid of?
- Is this a fear I want to overcome and delete from my life?
- Am I allowing this fear to keep me from achieving my dreams?
- If I did the thing that I fear what would happen to me physically?
- What would happen to me mentally?

· Would the opinions of others matter to me if I did this? If so, why?

· What's the worst thing that could happen if I did this? Could I live with this outcome?

· What's the best thing that could happen if I did this? Would this outcome make me happier than I am right now?

Imagine it's your last day on earth. As you review your life is this fear going to haunt you? Will you say: "I wish I had overcome this fear. I wasted years of my life allowing this fear to control me.?"

Your answers to these questions – especially number 8 – will determine whether you should proceed to take action to eliminate each fear from your life. When the positive results outweigh the negative possibilities you'll know you need to destroy the fear – or it will destroy your dreams.

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