

1 October 2009

Kool Results Newsletter

Green shoots of spring?

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Need Admin Help?



Fiona, our admin assistant, can provide YOU services such as formatting business documents and reports, developing spreadsheets, setting up and maintaining databases, designing an electronic newsletter (similar to this one), and creating powerful presentations.

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Human Resource Management



Is the need for human resources increasing?

HR consulting to your organisation will ensure your people

Dear Julianne,

I have been chatting with clients and business executives and there are definitely signs of a **cautious optimism**. The government speaks about the green shoots of economic recovery and, along with spring, there is a smell of confidence in the air. There is evidence to suggest that well managed companies performing strongly in the economic instability are those which are well organised.

Those organisations less viable are those managed and organised less effectively. In small and home-based businesses the same rules for success apply. **How is your business performing and what can you do to ensure good results?**

Who said housekeeping was a thing of the past?

A tidy desk and a **well-organised office** in any business is the place to start. If you work from home, it is important to dedicate a particular space to your work. You need your own desk, filing cabinets and in/out trays. Avoid the temptation of perching on the corner of the dining room table and combining business with the children's homework and the ironing pile.



Set up clear **working boundaries**. It may not be quite the 'nine to five routine', but avoid checking your email last thing at night. When you are tired you may not respond to work emails appropriately and the stimulation may prevent you from getting a good night's rest.

Set up a **regular 'housekeeping' programme** which you stick to on a weekly basis. Make either Monday or Friday the day you 'de-clutter'. File away proposals, letters, or reports. These may be in hard copy or electronic form. Keep up to date with your accounts - if you do this weekly, it makes the monthly job of invoicing/paying bills so much more efficient. Even if you have a PA, there will be personal

performance issues are managed effectively.

Kool Results services include:

- Induction programs
- Recruitment
- Performance appraisals

To find out more [Click Here](#)

Business Coaching



At Kool Results, our goal is to work with you to determine the strategic direction of your business and develop the leadership skills you will need to make it a success

Don't take our word for it...



"It was really stimulating to sit with you and be able to throw ideas around and have some feedback - as opposed to it all going around and around in my head!"

Education Manager

Link to Previous Newsletters



projects which need a weekly 'tidy up'. Part of your regular housekeeping should be a daily or weekly back up to an external hard drive. Computers and databases are only as good as the person who operates them. Don't compromise your work by sloppy software maintenance.

If you use Outlook, make sure you have your **emails filed properly**. This not only makes retrieving information easy, but also avoids cluttering up your inbox. Make use of Outlook's electronic calendar to co-ordinate your diary. You can synchronise your 'phone or laptop to talk to the desktop diary. Some people prefer a paper diary as the fall back position. This is fine, as long as you transfer all your appointments from your laptop to this diary. With electronic synchronisation there is less chance to miss an appointment and let a client down.

Use Outlook's **task bar** to remind you of projects you need to complete, and deadlines you have to meet. Some people still prefer to have their tasks jotted down on paper, so if this is you, use one notebook, ensuring all the information is in one place. Date and title each page so you can refer back to projects and you have a written record.

Document your housekeeping **procedures**. As your business expands you may employ one or two more people to perform regular office tasks. By building a strong foundation, you can grow the business upwards and outwards, delegating effectively. Outsource some jobs. As your priorities change, look at the bigger picture. It's more effective to use another's skills set (for instance in book keeping, or in PA work - as I use Fiona as a 'virtual PA) to accomplish tasks which take up too much of your time.



Look ahead at your weekly and monthly **schedule**, so you can anticipate busy periods and project completion dates. Sound preparation will give you confidence and prevent any last minute hitches. Take time to reflect on how the previous week went, and what you could have managed better.

And perhaps most importantly of all, try to give yourself some **head space** on a daily basis. I make sure I have a walk along the beach every morning. It gives me time to think and time for personal reflection. You may use the half hour walk to work, or ride on your bike, to clear your head. Others may prefer to wind down at the end of the day with a swim or a session at the gym.

Remember: it's these simple actions which can make a big difference.

"The person who moves a mountain begins by carrying small stones." (Ancient Chinese Proverb)

For more information on how Kool Results can help you and your business [click here](#) or [email us!](#)

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Book a Complimentary Coaching Session Today!

Coaching:

- A motivating and empowering way of creating success in your business and personal life
- Bring out the best in you, transform your life and achieve results
- Bring out the best in you, transform your life and achieve results
- Work with your coach & start creating the work/life balance YOU want

5 top tips from clients on how coaching has benefited them and their business:

1. "Keeps me accountable"
2. "Great sounding board"
3. "A focused approach to problem solving"
4. "Increased self awareness"
5. "Helps me to be more strategic and think 'outside the square'"

To find out how **Kool Results coaching** can help improve you and your business, [click here!](#)

Warmest Regards,



Julianne Kuhlmann
Executive & Leadership Coach
Kool Results

[Know someone who would benefit from this info? Forward to them today!](#)

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