

# Get into control

Executive Coach, Sally Jacobs provides some tips for managing your life in busy times.

We know from research into neuroscience and emotional intelligence that stress reduces our ability to think clearly or function effectively.

Key factors which contribute to stress include poor nutrition, dehydration, lack of sleep, insufficient exercise, pain, and a work-life balance in chaos.

To achieve the ultimate work-life balance we need to have clarity about what we want out of our life as a whole and what return on investment we want from the thirty to forty years that we work.

Work-life balance is about satisfaction in our career, home, family, relationships and all that encompasses our emotional, spiritual and physical well-being.

How we choose to live our lives dictates how happy we are and how successful we perceive ourselves to be. Time management, stress management and too often pain management are usually inter-related, so neglecting any of these areas will impact on our overall satisfaction with our lives.

*“Time is not a renewable resource so investing in ourselves by managing our time efficiently will lead us to profit - emotionally, physiologically and intellectually.” The risk of not managing time effectively manifests in poor health.*

For many of us, stress and pain have become so entrenched in our lives that we normalise them, and in so doing we don't fully appreciate the undermining effect they have on our health, our relationships, and our overall performance. These factors change our behaviour, in what we do, how we think, and how we communicate.

Pain and stress go hand-in-hand, because when we are stressed we simply fail to look after ourselves - our posture, diet and exercise tend to go out the window, and pain is the result. It is not normal to have headaches, lower back pain, shoulder or neck pain. It is not normal to suffer anxiety, insomnia, and fatigue, to be irritable, irrational and unable to think clearly. All of these are clear indicators of stress.

**“Changing the way we think, changes our experience of stress. Stress is largely our choice.”**

## Try this stress relieving exercise

Stress represents an emotional state of mind.

Try this exercise to clear your mind; it will help you become more objective and rational by helping you to focus on how you are thinking rather than thinking about your issue.

Observe your emotions for a moment; how do you feel? How stressed are you?

On a scale of 1-10 with 10 being feeling like you can't cope, and 1 being relaxed, how would you rate your emotional levels right now?

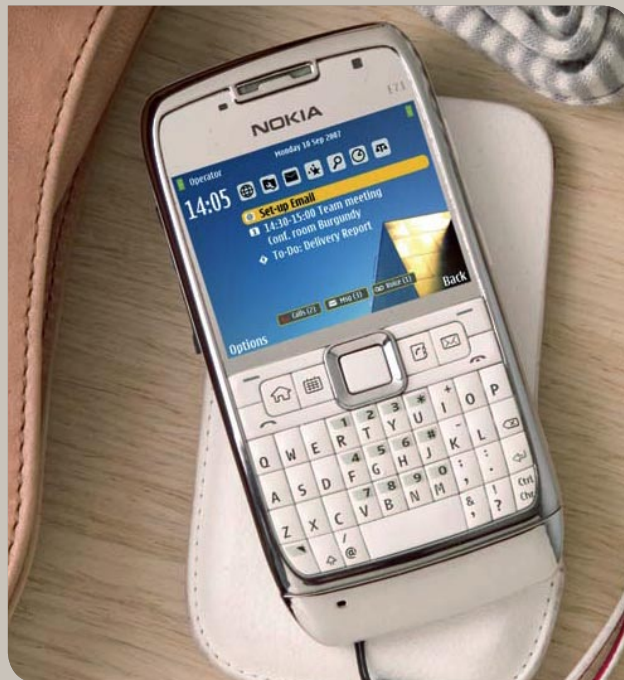
- How long have you been feeling this way?
- How much is it affecting your ability to think clearly and deal with everything else in your life?
- How big a priority is dealing with this issue?
- If this issue was resolved how much more “thinking space” would you have for other matters?
- Are you happy with the amount of time or energy you have put in to resolving it?
- How much of your thinking around this problem is emotional and how much is rational?
- What are the rational thoughts you have around this issue?
- Following only the rational thoughts, think of how you could put them into action in dealing with this issue.
- What is one small step you can now take toward finding resolution?

Having answered these questions, on a scale of 1 - 10 how do you rate your emotional state of mind right now? You should find that you are thinking more clearly and objectively.

**NOKIA**  
Eseries

# Top 10 Tips for Managing your Busy Lifestyle

1. **Allocate thinking time as well as doing time.** Find a thinking partner; a colleague, friend or coach who will help you think through problems in confidence. You will be far more effective for making this a priority.
2. **Allow time to get to meetings on time and unstressed.** Rather than having back-to-back meetings, allow an extra half hour either side of any meeting to prepare and to respond afterwards. This is a much more effective use of time and means less time working at night or the weekend just to keep up.
3. **Make some non-negotiable “you time” every day,** use it to relax, pamper or exercise. Do not allow yourself to think of work or any pressing issues in this time! Maintain boundaries between work and leisure. Think about work during work hours only.
4. **Give yourself permission to be ‘unavailable at this time’.** Regularly block a 3 hour meeting in your calendar for ‘you time’ to actually ‘do work’ rather than attending meetings to ‘get more work’. You will find that you will get things done more effectively with less stress.
5. **Maximise today’s latest mobile technology** by using it to your advantage to manage your life. Be in control of it, don’t let it control you. The latest Nokia Eseries devices even have a ‘switch’ button which allows you to move between your work and personal life making it easier for you to ‘switch off’.
6. **Exercise regularly.** It blows out the mental cobwebs, increases your metabolism, eliminates toxins, and increases your energy and focus. Put some exercise in your diary today.
7. **Don’t ignore pain.** As a general rule if pain persists or recurs after 3 days seek treatment. Massage is an excellent way to relax, treat and prevent pain and stress.
8. **Drink Water.** The first sign of dehydration is pain and inflammation, lack of concentration and irritability. Ninety per cent of your body is water. You use 0.75 of a litre a day just breathing normally.
9. **Avoid compensating for lack of sleep by overdosing on carbs.** When you are overtired you crave carbs because the glucose hit fools your brain into thinking it has had enough sleep. Unfortunately this effect is short lived so after an initial sugar high you crash.
10. **Reduce your Caffeine intake.** Caffeine is a toxin and has a cumulative effect on your body, producing insomnia. Caffeine also increases production of adrenalin, and so increases stress. It increases the effect of insulin so when you do binge on carbs it lowers your blood sugar faster leading you to crash further and faster.



**Sally Jacobs** is a highly respected Executive and Business coach with 20 years commercial experience in establishing and managing businesses.

With leadership skills forged from a lifetime of adventure, Sally has led expeditions across Africa and Asia and completed long solo treks in remote parts of the Rocky Mountains and the Himalayas.

Her success as a coach is in her passion to help others achieve their goals through creating clarity, confidence and focus in dealing with issues related to leadership, business building or career transition.

Sally achieves this through a uniquely holistic approach combining her broad

career experience with knowledge and expertise as a natural health practitioner. Her strong business acumen, along with tried and tested logistical and analytical skills, make her a great sounding board for busy executives and business owners who need confidentiality, objectivity and the support of a seasoned “thinking partner”.

Sally brings a powerful blend of intellect, integrity, pragmatism, flexibility, intuition and humour to her coaching. Her ability to adapt to the needs of her clients, to stretch them to new limits and to maintain their focus on solutions is the key to her success in moving people towards their goals.

Visit [www.blueprintforsuccess.com.au](http://www.blueprintforsuccess.com.au) for further information

**NOKIA**  
Eseries