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Welcome Spring!!!

Of course for many of us, we are still waiting for the chill and rain to permanently leave the air!

It is hard to believe that the first quarter of 2011 is already behind us. Are these thoughts going through your mind: "Wow is time flying!"? Or are you thinking, "I have so much to do! OR "I am so far behind where I had hoped to be by now" OR I just have to keep focused."?

Right now – Today - it is crucial to evaluate where you are versus your 2011 goals. The first quarter was an important milestone to track your progress for the year. Are you where you need to be to reach that year end goal? Do you need to adjust or adapt your tactics and actions? Are you losing your focus or sense of urgency? Remember what you are doing today will determine where you are at the end of this year.

Here are some tips that can help you stay on track so that you will end 2011 successfully:

Tips to ensure you stay on track for 2011:

1. **Keep focused:** Keep your eye on the target and do not allow yourself or your staff to get off track.
2. **Monitor** your progress - establish interim milestones.
3. **Determine** your critical success factors and be sure you are addressing and setting yourself up for success.
4. **Do** you have well-defined SUPER Smart Goals? If you need a refresher on these- check out our last newsletter
<http://archive.constantcontact.com/fs067/1102656873904/archive/1104619777221.htm>
!
5. **Do** you have confidence in yourself and your colleagues? If not you **MUST** address this immediately. If there are talent gaps, determine whether they are "game stoppers". If they are you need to either, develop or purchase.
6. **Do** you have a plan or are you jumping from goal setting to execution? Beware - without a plan you are less likely to achieve your goals. And remember, if you have a staff, they will perform better with a well-defined plan, clear expectations and performance measures.
7. **Ensure** your team mates and colleagues are aligned with your goals and plans. Communicate, communicate, communicate. Remember to provide and ask for feedback.
8. **Evaluate** the systems you have in place to support your work. How effective and efficient are your systems? Remember, keep systems and processes simple. If critical systems are "broken" or missing, you must address. Ineffective systems can quickly zap your energy and effectiveness as well as that of your colleagues.

9. **Remember** it is all in the execution. The best laid plans often go no further than planning. You must work your plan, keep your focus, monitor your progress and continue with a sense of urgency.
10. **Have fun** and celebrate progress and achievements.

If you follow these ten tips, not only will you stay on track for the remainder of 2011, you will continue to set yourself up for GREAT Success!

Happy Spring!!!!