

# Coach Sam's News

June 2003

Volume 2 Issue 6

## HUMAN DYNAMICS RESOURCES

*Nurturing Your Success - One Person At A Time*

### Overcoming Procrastination

In any endeavor, there are barriers everyone faces at one time or another. Perhaps the most common one is a stalling tactic that you may call upon either consciously or subconsciously - **procrastination.**

You may remember it from your high school or college days, when students thought it was "cool" to put off regular study and then "cram" the night before the big exam. You may recognize it in a spouse or relative who talks about Christmas shopping for months and then lets it all go until December 24th. And you may even take comfort in the fact that procrastination is a habit of the masses. One look at the post office lines on April 15th is enough to confirm that fact, as everyone tries to file tax returns before the stroke of midnight. Procrastination is the habit of needlessly putting off things that we should do, (or say we want to do) now. Procrastination can be caused by negative attitudes or fear of failure. It can be rooted in our own inertia, or as a result of lack of planning. It does more than almost any other habit that we have to deprive us of satisfaction, success, and happiness.

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*What we tolerate uses energy that could be spent on more positive things!*

### What Are You Tolerating?

*Do You Need A Coach?*

A coach asks questions that inspire the client to evaluate, define, and act. One very important question is: What are you tolerating? Or what's draining you?

Every action you take uses energy. The things you are tolerating are the actions you're not taking. What we tolerate uses energy that could be spent on more positive things.

What are you tolerating? To make your list, identify your tolerances in the following areas: relationships, physical environment, well-being and money. Here are some common issues that my clients have brought up:

#### Relationships:

- ... I am in a relationship that does not satisfy me
- ... I dread running into a particular person because we have unfinished business
- ... I don't have a best friend to talk to
- ... I don't have a social life

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### Motivational Quotes

*I know the price of success: dedication, hard work and an unremitting devotion to the things you want to see happen.*

– Frank Lloyd Wright

*There are no secrets to success. It is the result of preparation, hard work and learning from failure.*

– General Colin L. Powell

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More than two centuries ago, Edward Young wrote:

## ***“PROCRASTINATION IS THE THIEF OF TIME”***

In fact, procrastination is much more. It is the thief of our self-respect. It nags us and spoils our fun. It deprives us of the fullest realization of our ambitions and hopes. In business it can even cause or contribute heavily to our failure. “He who hesitates is lost.” We’ve heard that before.

When things are put off until the last minute, we create pressure. Every step finds an impediment. We push ourselves into blundering by having to make hasty decisions and judgments, and it actually becomes harder to do things. Haste does make waste.

Herein lies the paradox. By trying to take things easy, we do not make them easy. Actually we make things harder. The first step in overcoming the tendency to procrastinate is understanding *why* you behave the way you do, and what kinds of situations cause you to take action.

None of us needs to look beyond him or herself for examples of how procrastination has thwarted the achievement of our goals. Do you remember postponing that report that you should have done Wednesday? On Thursday and Friday you found yourself loaded with important jobs, and had to work over the weekend (without secretarial help and without people to whom you could have gone for quick answers) to get it ready for that Monday morning meeting. Or perhaps you postponed visiting a sick relative (until a better, more convenient time) only to hear that it was too late? Many salespeople have lost an account to a competitor because they put off deciding how to approach a difficult prospect.

No one escapes his or her quota of difficult or unpleasant tasks. It is often these unpleasant tasks, which contribute most to our success. You will learn a great lesson when you realize that they will not fade away if you ignore them or procrastinate.

Eventually you have to roll up your sleeves and wade into them. Learn to do the unpleasant things first; get them out of the way so that you can do the things you like to do later.

*Continued next column –*

Do not allow an obstacle or difficulty to become an excuse. Instead of “I’m tired, I’ll do it tomorrow,” try “I’m tired, I’ll just work for another half hour and then go to bed.” Reward yourself only after you’ve completed something. Instead of thinking, “I’ll never get this done,” allow yourself the coffee break or other time out you want after completing one part of the assignment. Remember, that the journey of a thousand miles begins with a single step.

You do not see listless or languid people at the top of the Success Ladder. As Samuel Smiles said:

***“People who are habitually behind in their work are as habitually behind in success.”***

As a general rule, it is wise to make decisions promptly and crisply rather than lingering over them. In the competitive field of business, timing is critical and by waiting for precisely the right time, you may be much too late.

The well-organized life and business leave time for everything, for planning, doing, and following through. To the procrastinator, time is like a taskmaster with a whip. To the organized, action-oriented person, that same amount of time is like a savings account where the interest keeps growing. You have the power and ability to manage your time, or to have it manage you.

Arnie Rintzler, AWR Business Concepts, 158 Mayhew Drive, South Orange New Jersey 07079.

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***Coach Sam's News***

11812 CR 76  
Finlay, OH 45840  
(419) 424-0248



E-mail: [Sam@CoachwithSam.com](mailto:Sam@CoachwithSam.com)

Visit Our Web Site at: [www.CoachwithSam.com](http://www.CoachwithSam.com)

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**Physical Environment:**

- ... My car needs to be repaired
- ... My house is in constant disarray
- ... My closets are cluttered
- ... My clothes are outdated



**Well Being:**

- ... I don't like the way I look
- ... I can't find the time to exercise regularly
- ... I'm always in a hurry and can't seem to eat a balanced diet
- ... I don't get enough sleep

**Money:**

- ... I can't seem to be able to pay my bills on time
- ... I'm in debt and don't have a savings account
- ... The lifestyle I live is beyond my means
- ... I don't have adequate insurance



Identifying your list of tolerances is the first step in taking back the energy that's getting drained and using it for what serves you.

**Success Tip:**

Commit to eliminating at least one tolerance per week. You will immediately feel the energy rushing back into its proper place to inspire you to move forward!

Tricia Neves, Coach, Balance Resources. 858-755-7701

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# Web Site Of The Month!



The Access to Archival Databases (AAD) System gives you online access to a selection of nearly 50 million historic electronic records created by more than 20 federal agencies on a wide range of topics; the ability to search for records with the specific information that you seek; and important contextual information to help you understand the records better, including code lists, explanatory notes from NARA archivists, and for some series or files in AAD, related documents.

Check it out at: <http://www.archives.gov/aad/>



***Spot That E-Mail Virus***

In case your anti-virus program doesn't catch every E-Mail based Internet worm, try the following tip to be warned if you are infected: Add a fake E-Mail address in your address book and name it with an obvious name (like !!viralalert!!) If you get infected, the message sent by the worm to that invalid E-Mail account will bounce back to you and you'll see the bounced message warning.

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***Keep Copies Of Paperwork With A Scanner***

You can organize your receipts, proofs-of-purchase, and other paperwork on your hard drive with a scanner and some simple software. This allows you to back them up on a floppy or CD-R for safekeeping. Scanners are not too expensive, and USB models are simple to install.





***I wish I would have bookmarked that site!***

Did you forget to bookmark a site that you would now like to revisit? Add that page to your bookmark file. Open your History list by pressing '<ctrl>-H'. Select the site you wish to have bookmarked and select 'File->Add to Bookmarks'.

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## ***Coach Sam's Newsletter – Update*** ***Nurturing Your Success – One Person at a Time***

**“Plan your work . . . Work your plan . . . Manage your assets” . . . Coach C. Sam Benson**

**Manage your assets . . . specifically your time!!!**

**Management . . . (Manage Things) . . . Make sure the right things get done . . . Peter Drucker**

**A Management System Tool . . . “Sam’s Sticky Notes System”**

**Plan your work . . . using Sam’s Sticky Notes**

- 1. Using “Sticky Notes” . . . Make a list of the “results” that you must produce tomorrow**



- 2. Arrange your “Sticky Notes” . . . Prioritize your list of “results” . . . #1 is your highest priority**



- 3. Stack your “Sticky Notes” . . . Leave in your work area only the “stuff” to produce the “results” for your #1 priority . . . when completed – peel off the “Sticky Note” – your next priority will appear . . . work down through your stack of “Sticky Notes” . . .**



**Be creative and I am sure you will find many productive uses for “Sam’s Sticky Note System”**

*A Free Success Coaching Interview – You can experience my “Nurturing!”*

**Please contact me to schedule an appointment! 419-424-0248 or [Sam@CoachWithSam.com](mailto:Sam@CoachWithSam.com)**

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**Human Dynamics Resources**  
***Nurturing Your Success – One Person At A Time***  
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