

CHOICES

SUMMER 2015

**GET
ORGANIZED
TODAY!**

DISCOVER THE
FREEDOM THAT
ORGANIZATION
PROVIDES

AN INTERVIEW WITH
JENNIFER LIER

VOCALIST, ENTERTAINER,
MODEL, EMCEE, AND HOST

**MANAGE
YOURSELF**

GOALS GIVE YOU THE
REASON TO MANAGE
YOURSELF



**NO APP FOR
PRODUCTIVITY**

INVEST YOUR BEST TIME INTO
YOUR BEST ACTIVITIES



**IS CLUTTER TAKING
OVER YOUR LIFE?**

THE EFFECT CLUTTER HAS
IN YOUR LIFE AND HOW TO
GET RID OF IT



**LEARN HOW TO
DECIDE TO DECIDE**

LET GO OF THOSE THINGS
THAT NO LONGER ENRICH
YOUR LIFE

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FROM THE EDITOR

Do you feel as if your life is moving faster and faster? Today, we do everything fast: talk fast, drive fast, even eat fast. Time is at a premium and most of us are afflicted with “hurry sickness.” There never seems to be enough time to do the things we have to do, much less, those things we’d like to do. Many of us don’t even have time to think. Something is terribly wrong with this picture! There are probably times when you feel like a spectator who is watching your own life unfold, instead of being in control. You might even be wondering who you are and what your purpose might be!

Time is the most precious and limited resource we have. In spite of our best efforts, time is unyielding. No one can stop it, slow it down, or save it. It is a rare person who has enough time to do all the things he or she wants to do. If you are like most people, trying to balance a busy professional life and a busy personal life, you know what a challenge it can be to get everything done. Keeping current is becoming harder and harder.

For some reason, we keep adding “just one more thing,” and forget to eliminate another. The result is an ever increasing time crunch. Here are some questions for you to consider: “Do I take on too much? Do I have difficulty saying “No” to extra

demands? Do I fail to set priorities? Do I fail to plan?”

We still have the same amount of time we’ve always had. The clock still ticks off 24 hours every day. The calendar still has seven days a week, 52 weeks a year. So, why do we feel like we are running out of time?

Technology has reshaped the way we work, eat, sleep, play, and live. We are living in this age of instant everything. Information is transmitted at the speed of light and is received instantly. Replies are expected immediately. It seems there is far too much to do and too little time. You may be asking on a regular basis, “How can I get all this done in the time I have?” or “Is this all there is to life?” It’s possible you are feeling less and less satisfaction, as

well as more and more stress. People in this predicament often say, “I need to manage my time more effectively,” or “I need to get control of my life.” Realize this! You can’t manage or control time. No one can. You can only manage your activities within the time you have.

The articles in this issue address various aspects of self-management. The writers of these articles are hoping they have given you some ideas to make your life more manageable, efficient, and enjoyable. Look at your life and see how you can rearrange your behavioral patterns to produce the results you want. You can do this!

OUR TEAM

PUBLISHER Lloyd Palm **EDITOR IN CHIEF** Judi Moreo **CREATIVE DIRECTOR** Jake Naylor
COVER PHOTO BY Dana Anderson, Allen Photography

CONTRIBUTING WRITERS Jim Cathcart, Andrea Chestnut, Ridgely Goldsborough, Becky Grava Davis, Amber De La Garza, Holly Duckworth, Gina Geldbach-Hall, Bob “Idea Man” Hooey, Cie Marchi, Delores Ramsey Mclaughlin, Judi Moreo, Joan Peck, Peter Shankland, Laura Stack, Pat Turner

ADDRESS 1452 W. Horizon Ridge Pkwy #555 / Henderson, NV 89012-4480
TEL (702) 896-2228 **FAX** (702) 617-0600 **EMAIL** Judi@JudiMoreo.com
WEBSITE www.ChoicesOnlineMedia.com

GETTING ORGANIZED IS A CHOICE

BY JUDI MOREO



Have you ever walked into someone's office to see an array of papers 2" high covering the entire top of his or her desk? Of course. Sometimes they even have stacks on the floor and in chairs around the room. Does that person usually say something along the lines of "I know where everything is." Bet me! They don't have a clue. These people spend hours looking for things and sometimes never find them, much less at a time when they need them. Are you one of these people? You don't want to be obsessive, but you do need to be able to get your hands on the item or information that you need when you need it.

How about people who have a pattern of losing and looking for their keys? If you misplace your keys more than twice in the same week, or if you hear someone else say something along the lines of "I wish you'd put those keys where you can find them," it should tell you something about your lack of organization. How much time do you spend looking for keys?

Keep a clean, uncluttered work space. Make a "things to do" stack and give those items attention...one thing at a time. When you work in this manner, your mind can concentrate on that one thing rather than being distracted by piles competing for your attention.

Keep a mini cassette recorder, paper and pencil, or a personal digital assistant handy. Don't try to keep information in your head. That's a sure fire way to forget it. Either record it or write it down or call your own voice mail and leave yourself a message.

When you need to catch up, schedule a day of uninterrupted time. If you can't do a full day, then at least carve out a couple of hours once a week to play catch up. This means no appointments, no phone calls, no meetings. Put a sign on your door that says, "Unavailable until....."and fill in a time when they can contact you.

Be Time Wise

If you consider yourself time challenged, welcome to the real world! In a 1998 Wall Street Journal Survey of 2,000

people, 80% described their lives as being busy to the point of discomfort. The surveyors can give us even better statistics as they had to call over 31,000 people before they could find 2,000 that had the time to even answer their questions.

Let's face it. There is no more time! You have as much as anyone else – 24 hours per day. Managing time is not a reality. You must learn to manage your activities in the time you have.

There are 168 hours in a week. If you sleep seven hours each night, you still have 119 hours. If you work forty hours a week, you still have 79 hours left. That's more than half of the hours you are awake. What are you doing with that time? Many of us misuse it. Oh, we have reasons and excuses for why we do what we do with our time, but the truth is, we just haven't planned well enough. Are you enjoying your life? Do you think you are going to have an opportunity to come back to earth and do it all over again? Or, that from some magic place, you are going to get more time?

Time competency is an art. Don't

become so busy that you don't have time to do what you really want to do.

We often allow Time Robbers to enter into our lives. These often disguise themselves as necessary tools and in many cases they are...as long as they are used correctly and efficiently.

One is the telephone. This little piece of equipment has become our number one interrupter. And, time flies when we are on the phone. Many of us allow it to control our lives. We think just because it rings, we must answer it even when we have no desire or use for talking to the person who is calling.

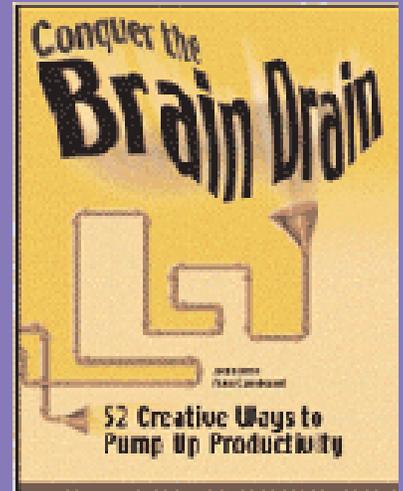
When you call someone, get to the point quickly. If you are leaving a voice mail, leave a detailed message and ask the person to respond to your voice mail. This eliminates phone tag and gets the job done without too much wasted time. If your phone calls aren't time

sensitive, set aside a particular time of the day for returning calls and emails, so you aren't pulled away from other tasks.

When you are in your car, it's good to make use of the time by using your car phone to return calls. Make only calls that don't require you to write anything down. Use a speaker phone to keep your hands free for driving and don't take your eyes off the road to dial or text.

Our second biggest time robber is the television. Americans devote approximately 36 percent of nonworking hours to watching television.

Some people claim this is their zone out time. Is it really relaxing to watch the coroner cut up a body to discover the miscellaneous ways it has been tortured right before you go to sleep? What do you think goes into your subconscious mind after watching late night maiming?



Are you using your creative energy to make your business more successful? Conquer the Brain Drain is about tapping into the creative wellspring we all possess. If you're on a team – or especially if you manage one – learning to think creatively and teaching others to do so will boost productivity, improve morale and inspire your team to greater success.

Short deadlines, downsizing, increased expectations and the need to do more with less all contribute to "status quo" thinking. Solving business problems and generating new ideas and strategies can't be accomplished using the same old brain-draining methods. If you keep doing what you've always done, you'll keep getting the same old results. If you want to build an innovative, creative, problem-solving team, then you need a new approach.

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Wonder why you aren't sleeping well lately?

If watching television is taking you closer to accomplishing your goals, then watch it. But if you're not getting what you want out of life because you are constantly short of time, then you should probably take a look at your television viewing habits. This could be a place where you can free up some hours.

Social media is rapidly catching up to television for the #2 spot. People spend hours chatting with people they don't know, following along with the lives of people they find interesting, watching funny videos, and reading long, repetitive sales letters. Social media can be useful to us but not when we mindlessly sit and hit the like icon by the hour.

It could be that you are doing these things because you don't want to do what you have to do... it's not stimulating or exciting.

Perhaps you need some fresh air. How long has it been since you've spent some time outdoors breathing deeply, looking at the sky, noticing the clouds, the trees around you and feeling the grass between your toes? Perhaps you need to refocus on why you are here on this earth and what you are doing with your life.

Are you eating right? Getting exercise? Tuning into your Higher Power? Getting enough sleep?

Why not make a commitment to eliminate the time robbers? Make a plan to make your goals become reality. Work on them one or two at a time. Don't try to do all the areas of your life at once. Prioritize.

Once the plan is made, break it down into small steps and transfer these steps to your to-do list and your schedule. This is a critical path between what your wants are and what your day to day reality is.

When I look at my coaching client's schedules, it tells me a lot about them and their priorities. Look at yours from an objective view. Is there a big gap between what you say you want and how you schedule your time? You can fix that by taking the items on your list of desires and on your action plan and transferring them onto your to do list and your schedule. Schedule any appointments you make with yourself in ink. Don't change them around at the whim of other people.

As you begin doing this, you'll find there are activities that have been showing up in your life and schedule that really have no meaning to you. Don't continue them.

Scheduling is more of an art than an activity. You must get the right mix of structure and flexibility so you can make your schedule work for you. It may take some experimentation and refinement before you get it right. Don't give up!

Whatever is nagging at you that you should do, just do it! Whether it's make that cold call, take care of an unhappy customer, apologize to a family member, spend more time with your spouse or child, if you are feeling that you should do it, then get on with it. Remember, that the difficulty of doing something makes it no less necessary.

You can start by taking small steps – one at a time – in the direction you want to go. (Look up a phone number, do some research on the internet, make some notes.) Just move forward.

Acknowledge that you possess any number of creative responses to ANY situation. Don't worry about making mistakes. Choose to do retakes instead. Think of the moviemakers in Hollywood. Take 1. Take 2. Take 3. Do as many retakes as you need.

Choose to get organized. You'll be glad you did!



ABOUT THE AUTHOR

Judi Moreo is the author of the award-winning book, "You Are More Than Enough: Every Woman's Guide to Purpose, Passion, and Power" as well as its companion, Achievement Journal. She is a Certified Speaking Professional who has spoken in 28 countries around the world. Less than 10 percent of the speakers in the world hold this highly respected earned designation. To contact Judi or book her for a speaking engagement, contact Turning Point International, (702) 896-2228 or judi@judimoreo.com.



THE NEW
Tropicana
LAS VEGAS
A DOUBLETREE BY HILTON

Surprising visitors with a casually elegant
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GOALS GIVE YOU A REASON TO MANAGE YOURSELF

BY JIM CATHCART

M

Self-Management is the ability to get yourself to do what needs to be done even when you don't feel like doing it. It also means the ability to get yourself to do a task very well, when you might have only done just what was required.

My personal mantra regarding management and leadership is this, "If you can't manage YOU, then please don't attempt to manage me." All leaders need to first learn to lead and manage themselves, only then can they truly offer value to others.

So, what does it mean to manage yourself? It means that your Spirit overrules your emotions, your habits

and your limitations. When you're not in the mood to get out of bed and go to work, who takes charge? I'd say it's your Spirit, the part of you that transcends your mind, your body and your emotions. It's the inner you that sets goals, embraces beliefs and commits to standards that raise your performance. This is independent of religion. It is the part of you that would have a religion, the part of you that is always there.

It's the part of Louis Zamperini that gave him the strength to overcome torture, abuse and hardships in World War II and return home to live a somewhat normal life. (See the book and film, *Unbroken*, for the full story.) It's what brings our Wounded Warriors back from destruction into a happy life. It's also what permits people

from disadvantaged backgrounds to transcend their limits and doubts and go on to become substantial people; show love when only surrounded with hate; show compassion amid criticism. It's the part of you that can believe in what is not yet seen.

To manage yourself, you'll need objectivity; the ability to step away from your own limited point of view and personal feelings in order to see a bigger truth. To see things as they are when unfiltered by your own perspective. This requires numbers and the input of others. That's where self-assessments and 360 degree evaluations are most valuable. They help you tell yourself the truth. We need other people's views but we also need to keep them in context and assure that their opinions are

informed ones versus biased ones.

You'll also need goals. Goals give you a reason to manage yourself. When Sam was very young, he dreamed of becoming an astronaut. Despite being the youngest of five children in a working class family which had no extra money or privileges, he wanted to soar. I met him when he was about 12 years old. We talked about goals and dreams. We also talked about plans. It became clear to Sam that if he were to achieve his dream, he'd need to be the kind of person who would be chosen for the astronaut program. He had a reason to be a good student and to live an honorable life. His parents were no longer the ones who kept him on a good path. He was managing himself.

In high school, he joined the Air Force ROTC program. Upon graduation, Sam was chosen as the class Valedictorian and he delivered the commencement speech. He reached out to his sister's employers, to me, and other second-level connections to get recommendations to the military school of his choice, the US Air Force Academy. We all networked on his behalf. He not only got the recommendations, he also received endorsement letters from a Congressman and a Senator. He was accepted by both West Point and the Air Force Academy. Naturally, he chose the Air Force.

At the Academy, Sam majored in astronautical engineering and went on to become a pilot, an instructor pilot, and later, the instructor of instructor pilots. He flew two tours with the Air Force and literally flew around the world. Then, he changed his ultimate goal. The more he saw what would be required for the astronaut program, the less appealing it appeared to him. He was already living

the dream he'd treasured at age 12. He was a pilot and was seeing the world... from the top. So, he changed his plans and upon completion of his Air Force obligation, he became a commercial airline pilot. Today, these many years later, he's living a wonderful life with a great family, he's seen the entire world, and when he retires in a few years, it will be with the security and satisfaction of a life well lived. I'd say he succeeded, wouldn't you?

Set your goals as high as you can dream and don't worry about whether you may change them later on. Goals are your friends...the reason for you to be more than you'd have otherwise been. Use the goals to give meaning to your self-management. Once you learn to manage YOU, you'll be ready to manage others and to make this world a much better place than it would have been without you.



ABOUT THE AUTHOR

Jim Cathcart, CSP, CPAE is the creator of Cathcart.com, author of 16 books, and a strategic advisor to leaders and organizations around the world. Follow him on Facebook at 'jimcathcart' or on LinkedIn at 'cathcartinstitute'.



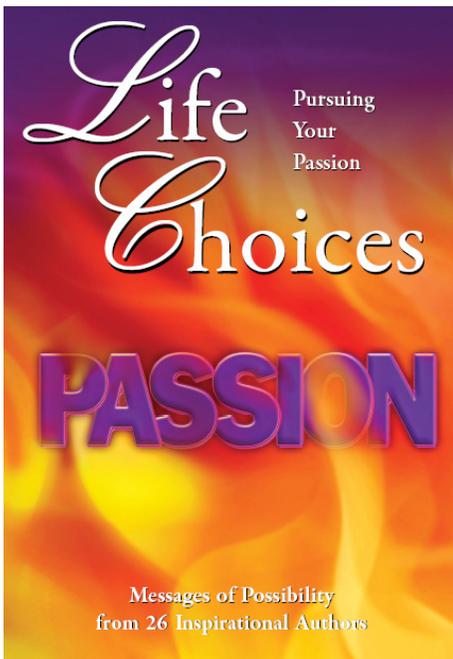


The Life Choices books are a series in which real people share their stories of overcoming obstacles, putting lives back together and following their passions to create successful, significant lives.

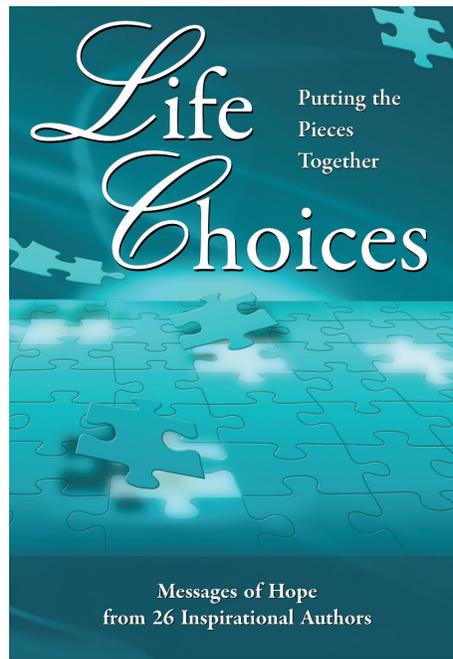
LIFE CHOICES SERIES

While the stories shared differ in context, they share a common thread of courage, hope and fulfillment. No matter what obstacles you encounter, or how many pieces your life is in, there is a way to find a new path, make a new choice, follow your passion and create a better life.

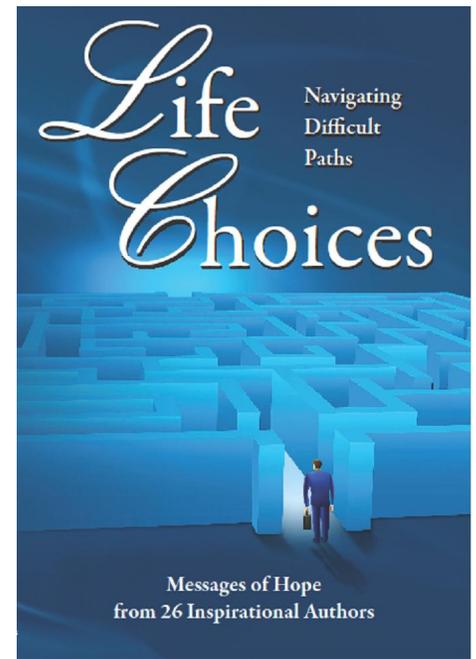
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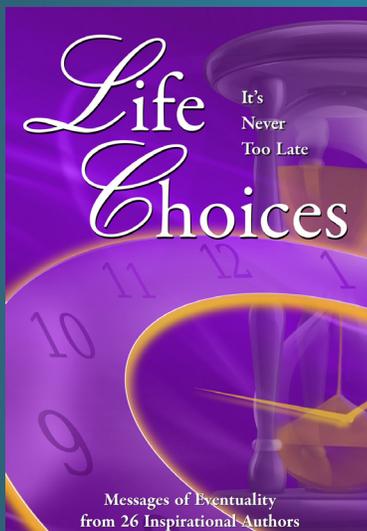
If you have ever had a dream that you wanted to pursue but didn't have the courage, if you've ever wanted to do something that you didn't think you could do, if you have ever wanted to go somewhere but didn't believe it was possible - READ THIS BOOK. Twenty-six authors share with you how they pursued their passions and made their dreams become reality.



Should you find yourself in circumstances that require the making of difficult choices, the stories in this book can offer you courage and inspiration. Each author has addressed hurdles they have faced in order to reach their current level of success. It is a collection of powerful true stories written by real people who have overcome the obstacles in their paths.



This empowering collection of stories reminds us that we all have choices and the choices we make are what determine the course of our lives. The authors of these stories are real people who have reached into the depths of their souls to share their inspiring journeys when navigating the difficult paths of their lives.



LIFE CHOICES SERIES

CLICK ON THE COVER IMAGES TO ORDER

No matter who you are, how old you are or your level of success, it is never too late to make the choice to be who you are meant to be. Don't be afraid to make changes. Don't be afraid to make an attempt to achieve your goals.

Within the chapters of this book, 28 authors tell their stories and share the lessons they have learned. Their enlightened knowledge can serve as inspiration for finding your own path to the understanding that it is never too late.

CONFIDENCE ABOUT CREDIBILITY

BY BOB "IDEA MAN" HOOEY

“

No one gets taken seriously in this world unless he or she has credibility.

Not credibility about brilliant ideas, or heroic deeds, but credibility about daily habits and performance.”

We live in an increasingly complex and competitive world. One in which it is getting more challenging to differentiate from others who compete for the attention and business we desire. One in which we struggle to gain and retain respect from those within

our communities. How do we garner credibility in this changing environment?

By applying four crucial “Credibility Habits.”

A successful and sustainable career or business is built on established and reinforced credibility. This is where your commitment to personal leadership (self-management, if you will) helps you take greater direction of your energies and life.

Your customers, employers, employees, co-workers and colleagues want to be

able to trust and rely on you to do what you say you’ll do – when you say you’ll do it.

These are four basic ways in which we establish our credibility. As you read through these four credibility factors, pause, and ask yourself:

- How would you rate yourself, your co-workers or staff in these areas?
- Are there areas in which you see improvement needed?
- What will you change and when will you start?

1. Showing up on time

Time is the most valuable commodity we have. It is precious in that it is finite and can’t be banked or saved – it must be used wisely.

When you devalue my time – you *effectively* devalue me! Show me that I can count on you to be there when you say you will, and I will begin to trust you.

2. Doing what you say

Following through and actually doing what you say is very rare. It is also noticed!

All too often, based on our experience, we expect to be disillusioned, to be lied





to and to be disappointed. When we aren't, we are pleasantly surprised and your credibility soars with us. **Under promise and over deliver!**

3. Finishing what you start

What a nice surprise, when we discover, that you actually finish what you start. What a difference this makes in the corporate field.

Doing this will set you apart from your competition. Resolve to start and complete what you commit and you will build a successful business or career.

4. Saying please and thank you

Common courtesy is not all that common. Showing appreciation for people and their willingness to pursue

dealing with you or buying from your firm. As individuals, we are too often treated with a lack of civility or respect. This will serve you well and win my loyalty as your client or your friend.

These simple self-management habits may seem self-evident, but the failure to observe them is probably the biggest cause of loss of credibility in our relationships with others.



ABOUT THE AUTHOR

Canadian Ideaman, Bob Hooley, works with committed leaders to help equip them and their teams to creatively and profitably grow and succeed. His innovative "Ideas At Work" have been successfully applied by leaders worldwide. He is the best-selling author of numerous books, including 'Why Didn't I THINK of That? The Creative Power of Ideas at Work!'

www.bobhooley.training

STORM BEFORE THE CALM— TAMING ANXIETY

BY BECKY GRAVA DAVIS

No hurricanes were reported, but I could swear one blew through my office and left in its wake stacks of files gingerly balanced against every vertical surface in my Monday through Friday home.

A 20-foot wave of anxiety swept over me and I chuckled out of frustration, not delight, as I viewed an entire year of test papers, student reports, and projects in those files just begging for attention. I felt like an apathetic parent tempted to walk away, slam the door, and command, “Pull yourself together and either jump in the trash or put yourself away in the proper drawer.”

I reached out to clinical psychologist, Dr. Maria Diebler, to soothe my conscience and seek answers as to why my self-management skills took a vacation this past year. Her website article “Feeling Overwhelmed” provided some absolution as she stated, “We’ve all been there. Sometimes, demands on us exceed our ability to cope and we reach a point of feeling overwhelmed.”

Ah, a momentary reprieve. I sighed and reflected on the past school year and attempted to give myself a break. I had survived nine months of life-changing events—some good and some challenging—that consumed time and tested my limits of multi-tasking.



“Do the next best thing,” I told myself. I summoned coping skills gleaned from wise counselors and self-improvement workshops and donned my diving gear. Time to tackle the 20-foot wave head on.

Acknowledge the Feeling with Acceptance

Dr. Diebler explained that a certain amount of anxiety is normal and can be motivating. She reassured that the anxiety will pass, so just, “Think of it like a wave of the ocean; allow it to come in and ride it out.”

I acknowledged the fact that I felt overwhelmed. I stared at the disarray

and even said out loud, “This is a mess, but there is a solution. I can do this!”

Forgive Yourself and Live in the Present

Sure, I let nine months come and go without organizing my time wisely and the work piled-up. I let my radar down. But, I am not a bad person. As Dr. Diebler says, “We’ve all been there.”

I can’t undo the past, but I can take action today. I can make a plan NOW to avoid repeating this pattern in the future.

Set Time Limits and Chip Away

The 20-foot wave of paper clutter in my office seemed at first glance to be all-consuming and my gut reaction was to dive in and tackle every pile at once. Overwhelming!

The solution: Set time limits and tackle one small area at a time. I calmed my inner storm with self-talk, “I’ll start with the pile nearest the door and set my alarm for 20 minutes.” I’ve used this technique before and am always amazed at how fast the time goes and how much I’m able to accomplish.

Chipping away within a time frame helped me reclaim my power and calmed the storm raging within. The wave was receding!

Learn from the Past and Set Daily Goals

This past year, I worked until quitting time and simply walked out and closed my door. Had I set aside just ten minutes at the end of each day to file and organize, the tidal wave would have never engulfed my office.

After my nine-month relapse, I now



make a short list of daily tasks to accomplish within realistic time frames. Having a schedule keeps me on track.

Breathe Deeply and Reframe the Task

As I chipped away at the monster wave, I took deep breathing breaks: Inhale slowly to a count of seven, breathing from the belly with my mouth closed and allow the breath to inflate from my abdomen to the top of my lungs, hold for a count of one and exhale slowly through the nose to a count of nine, allowing the breath to descend from the top of the lungs to the abdomen.

While deep breathing, I exaggerated my movements as I bent from the waist to lift a file using my legs as leverage. The task morphed from a grinding chore to a form of meditation combining movement and breath. A sense of peace and calm replaced the frenzy.

Will another hurricane blow through and confront me with a duplicate 20-foot wave of disorganization and anxiety? It’s possible. But, my weather radio is in working order; my radar is back on alert!



ABOUT THE AUTHOR

Becky Grava Davis is a full-time college professor and pursues her passion for holistic healing by practicing part-time as a certified integrative health coach and Five Tibetan Rites yoga instructor. She is a published author of several health articles for both print and online publications.

Becky may be contacted at:
beckygravadavis@gmail.com

What's your story?

BY GINA GELDBACH-HALL



My mentor said, “Point out your index finger then turn it to your chest and say, the correction always goes here.” You have no idea how those words and actions have been my best friend to worst foe. When I embrace the concept that, I, alone, am responsible for all my actions and thoughts, I can no longer be in victim or blame mode. I realize with great clarity that I am the creator and orchestrator of my life. This is both empowering and frightening. It also brought me to examine the stories I tell myself.

In the memorable words of Byron Katie, “To argue with reality is to lose 100% of the time.” When we believe the story that we aren’t good enough, pretty enough, smart enough or enough in general, we lose a part of ourselves... one bite at a time. Recently, this was illustrated perfectly while I was getting my hair done. During my appointment

in which the hairdresser was 45 minutes late getting to me, he started complaining about how it is his cliental that is responsible for messing up his schedule. He claimed they stand him up or not show up on time and think nothing of wasting his time (or lack of profit for that day.) The coach in me asked him to look at it from the point that he might be creating this situation. I was amazed that even the process of looking for it sent him over the edge and he became even more determined to stand by his story that it was his clients fault. He was wound up and on a roll and no matter what I said or offered, he was not even willing to look at it from another perspective.

I remember those days... When I had a story so rehearsed that I could literally write it down before it occurred as to what I would say and the point/counterpoint bullets I would use to defend my position. I also remember it didn’t make me feel good to keep it

up, and, I’m pretty sure others didn’t like my tirades, noticing I was responsible for my own actions and feelings. They weren’t buying my story any more than I was buying his, no matter how much he was selling it for.

How did I know he was in a story? He moved over to the other chair to work on his next client while my hair was processing and he repeated the same story almost word for word. Do you have a story? One that keeps repeating itself? If you do, the best question to ask yourself is, “What is my payoff for having this story?” Usually, for me, I got to let myself off the hook of taking responsibility for my actions and behavior. I got to be “right.” I’m not sure why that was so important because it never felt right. It felt old, worn out, and icky. Life’s too short for icky..

Find those stories in your life that are old, worn out, and tired, and then give them a break. My hairdresser is

totally committed to his story of bad clientele; I wonder with another, more positive story, what kind of clientele he could really create. If he can be that committed to a bad story, what could he do with a great one? It sure would be worth a try and I might not be looking for another hairdresser...one who doesn't keep me waiting for every appointment. Thoughts become things.

What story do you want to create?



ABOUT THE AUTHOR

Gina Geldbach-Hall is an inspirational keynote speaker, author, life coach, and facilitator with 25-years of emergency services experience from EMT and firefighter to battalion chief. Her book, *Firegal... Rising from the Ashes*, is available on Amazon.com.

She continues to inspire leadership and service and helps others to ignite the flame of empowerment within their lives and work. She is available for coaching and speaking engagements. Visit her website FiregalWisdom.com for more information.



**“Organize your life around your dreams
- and watch them come true.”**

Author Unknown

PRODUCTIVITY: THERE'S NO APP FOR THAT

BY AMBER DE LA GARZA

Picture yourself walking around at a cocktail party. You are looking fabulous in a new suit, networking, enjoying the hors d'oeuvres and conversation, and commanding the room with ease. Now, think what the number one question is that you are being asked. It's probably not, "Are you enjoying the asparagus canapés?" More often than not, at these kinds of functions and in your day-to-day life, it's "What do you do (for a living)?" I get that question quite often and am guessing you do, too. When I answer "I'm a productivity specialist," I usually get a long pause while they process that. After all, it's not every day one meets a productivity specialist. After an awkward moment of silence, my reply is almost always followed by, "So what is your favorite app to be productive?"

To be honest, when I first started getting asked this question I was always taken off guard. I did not have a good answer and fumbled over my thoughts and words to produce one. I used many different apps that aid productivity but I didn't have a true favorite. How could I not have an answer though? I was, after all, The Productivity Specialist.

I was determined to "find" the best productivity app in the marketplace. I

found my answer and am ready to share what I discovered with you.

I use many apps on a daily basis. Apparently you do too, as more than 75 billion apps were downloaded from

the Apple Store since last summer! I started my research by looking at the self-proclaimed "productivity" apps I use and asked myself, "Which ones are user-friendly and helpful?" I made the following list:

<i>Apps that I use for productivity:</i>	
<u>General Office</u>	<u>Reading</u>
Office 365	Evernote
Outlook	Audible
Dropbox	Feedly
Google Chrome	Pocket
TimeTrade	
Parallels	<u>Android Phone Apps</u>
MailChimp	Google Maps
	HabitBull
	Tasks for Microsoft® Exchange
<u>Social Media</u>	Mileage Tracker
Edgar	
Buffer	
IFTT	



Then I asked myself, “Which of these apps make me productive?” The answer that swelled in my throat was, “None!” Can you believe it? None of the “productivity” apps I use make me more productive. How could that be since they were all touted as the best productivity apps on the market?

Trying to solve my dilemma, I further asked myself, “What do I want to accomplish with an app that would make me more productive?” I came up empty handed again. How could that be? The answer was actually simple and stems from the fact that I do not define productivity the same way as most people.

After studying the subject of productivity endlessly, I know that...

Productivity Is NOT Organization

This means that despite what you may have heard, productivity is not the same as being organized. You may hear of “productivity experts” who equate being organized with being productive. Wrong! We’ve all met super organized people with super clean desks who are nowhere near super productive.

Productivity is NOT Efficiency

This also means that, again despite what you may have heard, productivity

is not the same as being efficient. “Productivity experts” also like to equate being efficient with being productive but they’re wrong again. Productivity is about effectiveness, not efficiency.

Being organized and being efficient can help us be productive, but they do not make us productive.

Productivity Is...

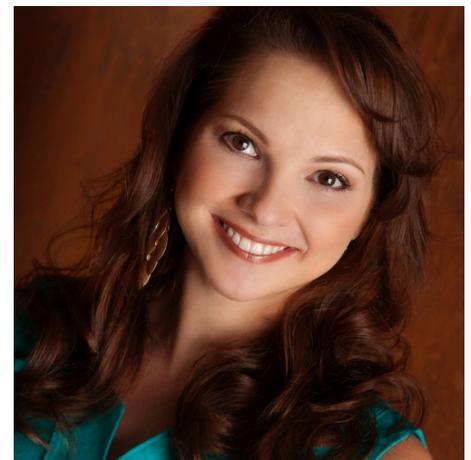
Investing your best time into your best activities.

We are all unique, as are our goals, our vision of success, and how we plan on achieving them. So, how can we put ourselves in a box and say that productivity is a one-size-fits-all solution that an app can solve? We can’t!

Only you can decide what your best time is and what your best activities are based on your individual goals and vision of success. There are numerous apps available that will save time, make tasks easier, track your progress, help eliminate distractions, efficienize (I do have a favorite made-up word) systems, and organize your tasks and emails but at the end of the day, it’s a matter of personal decision. You are the gargantuan variable in the productivity equation and there’s no app for that.

Because productivity is an ongoing process, you have to take responsibility for making the decision to be productive consistently. That’s what successful people do! They make the right choice and choose that path over and over again. To be productive, you simply have to invest your best time into your best activities. That’s true productivity.

Today when I am asked, “What’s your favorite app to be productive?” I reply, “There’s no app for that!” No app can magically make you a productive person. You have to make the choice to be productive and then make that choice again and again, day after day, hour after hour. No one said success is easy. Quite simply, there’s no app for that!



ABOUT THE AUTHOR

Amber De La Garza, is The Productivity Specialist. With her guidance, professionals, business owners, and corporations maximize their success by improving their productivity and efficiency. Amber provides her clients with precisely what they need – the best in personalized training and consulting – to tackle their challenges with productivity, meet their maximum potential, and accomplish their goals. Join our Productivity Community to access Productivity Resources that will maximize your success! => TimeMaximizers.com



“Your success in life will be in direct proportion to what you do after you do what you are expected to do.”

Brian Tracy

YOU MEAN, MANAGE JUST ME?

BY JOAN PECK

I have come to learn that self-management doesn't mean that I am necessarily by myself managing me. It is so much more than that, and something that I have struggled with from time to time. Yet, as I have gotten older, it has become easier, and I had to look at myself to see how that has happened.

After much soul searching, it became clear that when I was younger, I had been much more interested in what others were doing, in general, or even how they were handling a particular situation. Not always, but enough times to count, I thought I could do a better job, and believed I had the right to suggest that to them. I was critical of others because, without my being aware of it, that allowed me to avoid taking the time to look at myself. Oh, my!

No one likes to be on the receiving end of negative criticism; yet, when we find ourselves in that position, it often happens that we humans will continue that negativity by saying something unkind to the next person – that old “pass it on syndrome.” This creates an ever-increasing circle of negative energy which can come right back into your lap. So, how did I begin to change the course of my thinking?

As I ruminated on those times where I had judged someone else, those



memories pulled me down. My spirit became heavy in energy, and my remembrances of those situations made me tired and irritable. Luckily, I was studying the energies within our body, and I was astonished to realize just how much a burden negative thoughts are. They can deplete the joy of living and make life seem so difficult and unhappy. Understanding that I had only to manage myself - the only one I have any control over - lightened my load of negative memories. I felt freer than I had in a long time. I was relieved to let the past go and begin to concentrate on myself and my future in a new way.

Yet, it was necessary to remember I will always have times when I will be in a group activity where I will have to deal with other people and some of

their choices and actions. Each time that happens, it will be important how I manage myself during that time...what I do and how I act in a group where I might not agree with others. As with anything, it is up to us how we respond to any situation. It is our choices that matter – that chain of choices which make up our lives. And, I wanted to make better ones.

Self-management can be a bit tricky because the upshot expands outside of self from what we choose to say and do each time we have a choice to make. There are times when we make a change in the way of living where we can go overboard in the opposite direction. A different perspective that I needed to watch was to make sure that I didn't allow someone else to manage me!

However, because life begins and ends with self, it is important for each of us to be aware of keeping a balance between self-managing and allowing another's ideas to bloom without taking us over. Life is interesting that way, don't you think?



ABOUT THE AUTHOR

Joan S. Peck is the author of several spiritual books and is a contributing author to two of the Life Choices series of books. She has a new book coming out this year – *Prime Threat – Shattering the Power of Addiction*, a book written with her son from the other side.

She can be reached at:
(702) 423-4342
joanpeck39@gmail.com
www.bejeweled7.com

“Start with the end in mind.”

Stephen R. Covey



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ON THE SURFACE

BY PETER SHANKLAND



On the surface, “self-management” is a seemingly simple, self-evident phrase – to manage one’s self, to satisfy one’s needs, to fulfill one’s responsibilities to self and others. In practice, though, self-management can be a challenge. Why is that?

At an absolute level, the phrase “self-management” begs the larger question of “self.” What is “self?” Who is “self?” What “self” am I actually managing? Philosophers and spiritual practitioners have been reflecting on answers to these questions for thousands of years, and the scope of possible answers expands well beyond this page of *Choices* magazine.

At a relative level, according to the online Miriam Webster dictionary, self is defined as: “the person that someone normally or truly is; a particular part of your personality or character that is shown in a particular situation; the personality or character that makes a person different from other people: the combination of emotions, thoughts, feelings, etc., that make a person different from others”

Accepting and moving from this definition, I propose that effective self-management occurs when we align ourselves with three critical factors. They are:

- what we think;
- what we say, and;
- what we do.

The things we think, become the words we speak, and subsequently the actions we take.

In this busy, wired world of ours, we often move from a space of managing others, rather than ourselves. We connect with others intending to create some desired outcome that best serves our own interests, rather than the mutual interests involved. In doing so, the things we think, say and do are misaligned – each proceeding stage does not fully or accurately reflect the preceding one.

This misalignment becomes a source of stress and internal division in our minds. We are forced to juggle dissonance among our mind, speech and body. We are forced to juggle our original thought with words and actions that veer from it, that do not accurately unfold in a manner that best reflects what we know to be true.

While some of this is misalignment may be outright manipulation or deception whose consequences we must, at some point, experience, a vast majority of misalignments are the result of not fully realizing the power of aligning our mind, speech and body.

Somewhere between the process of formulating a thought, manifesting it as speech, and realizing it as action, our conscious and subconscious energies go astray and we end up





confused as to why we have not attained, or do not feel good about, the outcome.

Practically, think back to a time when you considered topic A and told a friend about it. In the process of explaining Topic A, you hear your words and realize, “Wait, that is not what I meant,” and you take back your original statement – you re-phrase it. On hearing your words, you realize they do not accurately reflect the thought from which the words arose. You reprocess and try again until you have clarity, or re-align, your thoughts and your words.

Similarly, we may find ourselves acting in a manner that does not reflect what we had originally hoped to do. The statement “I didn’t mean to do that,” displays our misalignment

among our mind, speech and actions.

Effective self-management, then, occurs when we understand and appreciate the power of alignment among our mind, speech and body. How can this be realized?

One method is a regular meditation practice, for meditation is an excellent tool by which to cultivate greater self-awareness and mindfulness. The benefits of meditation create a calmer mind space that will automatically gravitate towards aligning our mind, speech and body.



ABOUT THE AUTHOR

Peter Shankland currently resides in Las Vegas, NV where he teaches massage therapy, and practices various complementary disciplines. See: www.peace.massagetherapy.com for more information.



JENNIFER LIER

AN INTERVIEW

BY JUDI MOREO

Jennifer Lier is a highly sought after vocalist, headline entertainer, model, emcee, on-camera host and one of the most requested Marilyn Monroe impersonators in the country. However, her young self never would have seen this coming...

Jennifer was an unmotivated, shy, quiet, overweight teenager who topped the scales at 235 lbs. Never did she think she could live the dream she had envisioned over and over again in her head until a chance meeting with a female talent agent in 1989.

November of 1990 was Jennifer's debut on the world famous stages of Las Vegas, singing and performing with a popular band. Shortly thereafter, she won the title of Miss Nevada 1995 and received the outstanding talent award at the Miss America Pageant. Jennifer continued on to headline in over 20 shows around the world, including "Legends in Concert," the world-famous "Follies Bergere" and the high energy "Show in the Sky" at the Rio Hotel and Casino.

Jennifer's diverse talents led her to incredible opportunities and memorable experiences. She received the rare standing ovation while performing on NBC's "Showtime at the Apollo" in Harlem, New York. Jennifer developed and performed her self-titled one woman show in Las Vegas showrooms, toured with Wayne Newton and opened numerous times for the legendary, Don Rickles. She appears in several national and local commercials, emcees for major galas and corporate award ceremonies and has modeled for multiple Las Vegas billboards and ad campaigns.

As a participant on Wayne Newton's reality show, "The Entertainer," she finished second in an internationally televised 13 week contest focused on entertainment talent, personal excellence and business savvy.

When I met Jennifer Lier, she was the star of the "Show in the Sky" at the Rio Hotel. I thought she was one of the most physically beautiful girls I had ever seen and then she spoke with me and I realized she was so much more. After working with her and becoming friends,

I learned she is one of the most beautiful humans I have ever encountered. She is intelligent, talented, gracious, humble and kind.

I thought it about time to feature a woman in our *Choices* magazine interview and who better than someone I admire and who has been an inspiration to many other young women. So, let's get to it.

Did you always want to be in the entertainment business?

Like a lot of young boys and girls, I *dreamt* of being on stage in any capacity, whether it was on Broadway, the stages of Las Vegas or as a famous pop/rock star. I grew up in Las Vegas so my young self just wanted to sing! My road to the stage wasn't the typical dance class, music class, acting class that most young artists experience. You see, I was very over weight as a child and I was terribly shy and self-conscious... not a good mix for being in the entertainment business!

It wasn't until a woman who ran a Las Vegas performance group heard me



sing just after I graduated high school and asked what I was going to do with my gift. I told her I had no idea and I didn't think there was anything I *could* do, especially being 100lbs. overweight as I was. This woman was the very first person that told me that my talent could lead me to have a career on stage if I would buckle down and lose weight. That conversation was all it took. I proceeded to lose 100 lbs. in about 10 months. I transformed not only my body, but also my life. That woman and I are still very close friends. She's always been a mentor for me.

How did you train to become the star of a Las Vegas show?

You know... if you can believe this... I never had voice lessons or performance classes. Just choir where I could hide. I remember singing in my bedroom for hours upon hours as a kid. I remember in the third grade wearing out my "Grease" record and mimicking Olivia Newton-John in my bedroom. I continued on into my teens pretending

I was giving concerts in our living room while my parents were gone, singing various genres of music and artists to thousands of people. I truly believe that behavior shaped my life and helped me become successful. It's all in your mind... I visualized (even though my parents called it daydreaming) and my visualizations became a reality. Literally.

You were in other Las Vegas shows before the Show in the Sky, right? Tell me about those!

Well, I started out in the lounges of Las Vegas in the early 90's and a few years later moved into shows. My very first production show was for Greg Thompson Productions in Tokyo, Japan at 22. What a way to start my career! That was an amazing experience! I went on to star in other production shows in Las Vegas, around the country and internationally including Legend's in Concert and Le Folies Bergere in Las Vegas as well as my self titled one-woman show at the Golden Nugget Casino.

Was it easy work or a hard road?

It's definitely a hard road; at least it was for me. Just like anything else though, you navigate through it and make adjustments as you go along. I know it is for others as well, just at varying degrees. I think there is a big misconception that entertainment is easy, that it's only about the "show" and not the years of hard work leading up to it. It was one of the hardest roads I probably could have ever taken as a young girl struggling with her weight and self-esteem! I believe as artists and performers, we sing and dance because we love it. It's not for the money or the perks... it's because we crave to be on stage! There's a lot of judgment, criticism, mistreatment and physical pain from the practices, shoes, costumes, rehearsals, and performances. But... the beauty and the feeling of creating something with other people on stage... there's nothing else like it. We can't live our lives without being on stage!

Who influenced you?

Many people influenced me. Musically my influences were Barbra Streisand, Linda Ronstadt and the Eagles early in life. As an adult, Art Vargas, Laurence T Inkatha and Earl Turner - all local Las Vegas headline singers - influenced my musicality and performance style. I have a strong communication with the audience. That's what endears me to them and creates that connection. I always heard that Elvis made you feel as if he was singing to only you and you could feel him even in the very back of the audience. That is the feeling I always try to create with an audience, an intimate connection, no matter how many people I'm performing for. I think that is what makes me a good emcee, host and speaker as well.

In “life,” I had a lot of mentors who influenced me, but my mostly my dad. He was a dreamer and didn’t play by the rules of the world. Because of him, I thought outside the box. My dad created the example for me. I decided there were no rules, that I could create any life that I wanted and that I was made for greatness. That is what got me through life’s most difficult moments. I knew in my heart I could create the realty that I wanted inside my head and, ultimately, make into a physical reality. Also, I have to say that the people in my life who didn’t think I would amount to anything influenced me the most. They created my drive. It made me want to experience everything I possibly could.

What inspires you?

The world inspires me. Nature inspires me. People who overcome adversity inspire me. People who make a difference in the world inspire me. I learn



and grow as much as I can every day. I still go to voice class weekly because I desire to learn and grow as much as I possibly can. I listen to motivational videos and cd’s most every day of my life! Joel Osteen is someone I listen to every single day. Every sermon gives me hope, faith and direction for anything I’m dealing with at the time. Most of all, my husband inspires me. He is an incredible man and exhibits traits that I do my very best to model and integrate into my life.

What were the biggest surprises you encountered in the entertainment business?

The biggest surprise was that even though I lost 100 lbs, I was still discriminated against as a singer in shows because other girls were always “10 lbs. thinner”. Sometimes I wouldn’t get hired. In fact, there were *many* times when I did get the job that I was weighed every week and put on weight notice with threats to lose my job if I didn’t lose 10 lbs. Boy, did that wreak havoc on my self-esteem!

What one thing do you wish you had known earlier in your career?

That I was ok exactly how I am. It took me *years* to really believe I wasn’t broken as a human being because I couldn’t control my emotional eating. Even after I lost the weight, I still felt I was overweight because of the way I was treated. I never knew until well into my 30’s that I was “More Than Enough” no matter the size of my thighs.

What is your proudest moment?

Aside from my initial weight loss, my proudest moment is being able to help put my younger sister through

college the last few years. The fact that I have navigated the tough waters and have come out on top (especially in this industry) and could help change someone else’s life makes me proud on so many levels.

What has been the biggest challenge you have faced?

By far, my biggest challenge was my emotional eating and finding peace within. This is definitely in constant motion but it gets better and better every year! That’s the VERY best thing about getting older... You get wiser.

The nodules I had on my vocal chords were a VERY close second to my biggest challenge. It was horrible to labor at doing what I always loved and had always come so easy. It was a rough identity crisis for a few years until they were healed.

What’s the best advice you were given?

Oh... I’ve been given such amazing advice through my life... I’d say the best advice I was ever given is “Don’t worry, JJ, it will be greater later.” That was from a blues and Motown singer that was about 20 years my senior. Boy, did that help me get through SO many challenging times! The spiritual marriage to that comment is, “Everything will be alright in the end. If it isn’t alright, then it’s not the end!”

What was the most important decision you ever made?

Deciding to lose weight and follow my dreams. Also, waiting until the *right* man came along to get married rather than giving into pressures of society to get married earlier. Dan, my husband, is my best friend and the love of my life.



Well worth the wait!! I'd do it all again the same way.

You've trained and mentored other young women who were entering pageants, was that rewarding? What did you learn from it?

Yes, I did and still do when I have time. It was incredibly rewarding! Watching women of all ages (15-65 years of age) that I've coached grow and blossom into confident women who can walk into any room and/or any interview situation and take control excites me every time! Everyone I've ever coached has gone to new heights in their careers and personal lives. It's an extraordinary experience watching someone blossom and get more confident. Everyone has that capability!

You made the transition from entertainer to professional speaker. Why?

I feel I have SO much to share... I have so much compassion and understanding for people and life's deepest struggles. I have been in the places of struggle and in the depths of despair so many times... I am literally compelled to share the information and wisdom I've gained

through these experiences and want to share my triumphs I've had over the years. If I can do it, you can be darn sure that anyone can do it. We are all connected and I believe when people are having the most struggle is when they are disconnected spiritually or with the human race and they feel alone and isolated. We are never alone, and we are never isolated in what we feel or what we experience! We are all one on this earth, we're in it together and we're in it to serve each other. I want to serve others. That's what I know I am here to do.

And now, you are the President of "Las Vegas Keynote Speakers" a speakers bureau in Las Vegas. Tell me about that!

Yes I am! I am very excited about this. In 2010, I married a motivational speaker, Dan Lier. I saw how this industry worked and knew I could make it a better experience both for the speaker and the client. As I experienced this industry, coupled with my 25-year career in entertainment and production, I realized it was a perfect fit for me to run the bureau.

I love helping companies get the *right* speaker for their events every time. I am wellconnected in the speaker community and have many great relationships with top speakers throughout the country. I can fit every company with the perfect speaker for the message they want to give their attendees and I am able to stay within their budgets. Through my husband's speaking endeavors, I saw other speaker's bureaus sign 1,500 speakers or more and I thought, "That's outrageous." We, at Las Vegas Keynote Speakers, have only the top speakers in their field so I can provide the best for

my clients. We know our speakers and what they can do. We give personal concierge service as we educate our clients along the way. I am excited to grow this business. We are off to an amazing start!

The sister business to this is "Speaker Builder" where we help build and brand speaking careers of emerging speakers. This service is for speakers and authors who want to speak but don't have any video content to put into a demo reel. This tool is pertinent to getting booked as a speaker.

In our studio, we create a demo video with multiple segments so potential buyers can see your content and gifts as a speaker. We give you a phenomenal end product and hold your hand through the whole process. This fits with my passion - helping people become the very best they can be!

Thank you, Jennifer, for sharing your story with us. If someone looked at you today, they would never know you had been overweight or struggled with self-esteem. You are a true inspiration!





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END SELF-MANAGEMENT; CHOOSE SELF-LEADERSHIP

BY HOLLY DUCKWORTH

When was the last time you looked in the mirror? Can you see in your mind's eye the reflection looking back at you even now that you are away from the mirror? Can you visualize your eyes, hair, nose and mouth? When asked, most people can't do this simple activity.

Each day when we make the choice to brush our teeth and hair, we look in the mirror. We don't even take a moment to consciously connect with ourselves. Yet, each day we are supposed to manage ourselves. Self-management is about taking control of our lives, what we wear, why we are here, what we are here to become, and how we are going to use our time. All of these things depend on control. This exercise demonstrates we don't know ourselves and we can't manage what we don't know.

What if self-management became self-leadership? Self-Leadership is defined as the practice of intentionally influencing your thinking, feeling, and behavior to achieve your objectives. I don't believe in the fast paced, technology enabled, diverse world in which we live today that you can self-manage. Self-manage is about controlling your look and your time. Often, it requires controlling others. Choosing to practice self-leadership, on the other hand, is flexible and possible. Our world today needs more leaders, not more managers and that begins and ends back in the mirror. What do you seek, feel, think and know

about the person who is looking back at you in the mirror? How will you practice, lead and guide that person? Do you really want to manage him or her?

Each day we have the power to choose our consciousness. The thoughts we think about ourselves mentally, physically, spiritually and emotionally shape our home and work life. If we approach each day trying to manage or control the world and ourselves, we may not win. Go ahead, try this. Try to make your fingernails or hair stop growing, try to convince your face to not change or wrinkle over time. Try to make your co-worker do something. We are connected to a universal force that naturally knows our next step. We can pretend we manage that process, but we don't. We lead it with the choices we make. We flow with what is given to us.

5 Steps to Begin Self-Leadership

1. Recognize that self-leadership is a new mindset. It's flowing with what is for you and not attempting to control what is not. It is not a process that has a start and end but



2. Unify with the fact that self-leadership is connection to the world with compassion and flexibility, not control.
3. Realize this is a daily practice that involves meditation to connect to the self, forgiveness of yourself and others, affirmations of love directly to the person looking back at you in the mirror.



4. Self-leadership is giving thanks for who you are, what you are and where you are going.
5. Allow yourself to show up in a new way. Choose the feel you want to have when you look back at the mirror. Lead how you want people to experience you.

Choosing to lead starts with meditation on a regular basis. Take time to know yourself each day. Leadership today is

less position and more a way of being. Lead yourself each day. If you are new to meditation, start sitting still and quiet 3-5 minutes each day. Feel your heart beat and honor yourself. This, over time, will help you choose to honor others in your work and family lives.

Self-leadership, being mindful about my self-care, emotions, money and being in the world, is more powerful than the daily fight and struggle to manage in a

world that is out of control.

Some think of leadership as position. I know it as a way of being that starts with leading one's self. Now go do it. Look in the mirror... lead that face looking back at you and your world will become a different place.



ABOUT THE AUTHOR

Holly Duckworth, CAE, CMP is CEO of Leadership Solutions International, a nationally recognized consultant, speaker and facilitator on leadership and spirituality. Author of *Ctrl+Alt+Believe: Reboot Your Association for Success*, Holly is a columnist for MeetingsNet/IdeaExchange on the meetings industry and writes a regular column on the future of spirituality in business for Science of Mind magazine. She lives in Denver, Colorado.

Learn more at hollyduckworth.com, on LinkedIn & follow her on twitter @hduckworth

YOU ARE MORE THAN ENOUGH

EVERY WOMAN'S GUIDE TO
PURPOSE, PASSION & POWER

For more than 20 years, Judi Moreo has traveled around the world, speaking each day to audiences from 50 to 3,000 people. She asked the participants if anyone ever felt that they were meant to be more than they were or achieve more than they had accomplished so far. More than 75 percent of the audience raised their hands.

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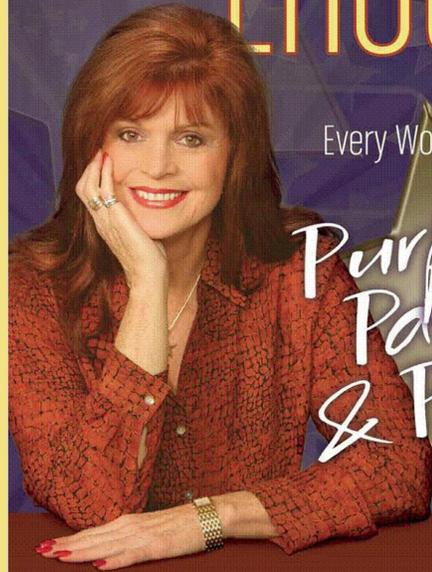
- make conscious choices about relationships, responsibilities and rewards
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ACHIEVEMENT JOURNAL

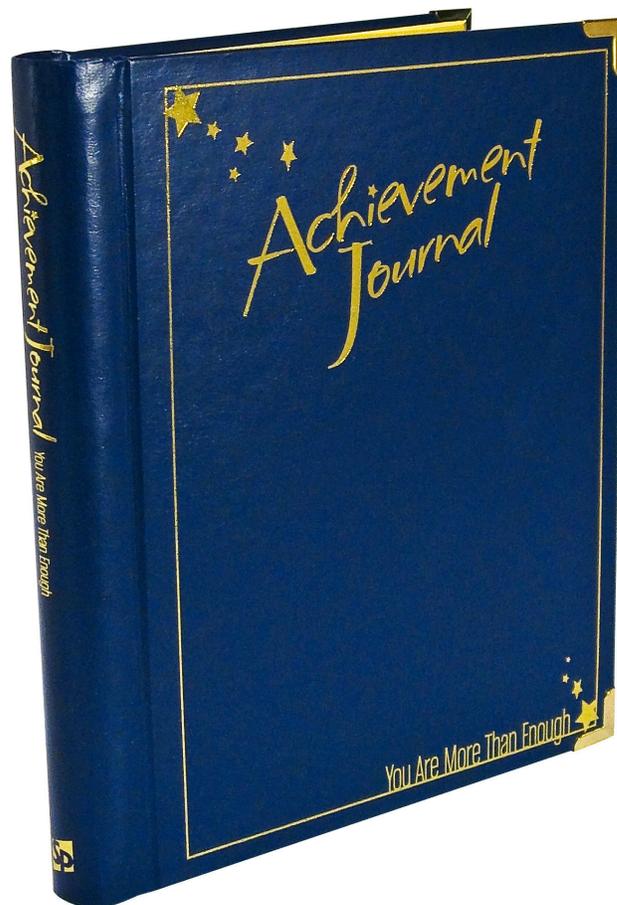
**COMPANION TO: "YOU ARE MORE THAN
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If you have ever felt as though you were created for "something more," but just didn't know where to start, this is the journal for you. It's actually much more than a journal! It is a step-by-step process of achieving your goals and making your hopes, dreams and desires come true. It gives you ways to make your life work as well as a proven technique for setting and achieving goals in the eight major areas of your life:

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"Judi is a living example that it is possible to find your life's purpose and passion. In this book, she shares the tools she used to achieve success and happiness. I recommend it for everyone trying to create the lives they desire."

**- Montel Williams, TV Host
The Montel Williams Show**

IS CLUTTER TAKING OVER YOUR LIFE?

BY JUDI MOREO

“

Clutter wreaks havoc on your brain,” according to researchers from Princeton University’s Neuroscience Institute, “making it harder for you to focus and lowering your ability to process information.”

Disorganization can decrease your productivity, efficiency, effectiveness, and even your sleep.

So, what can we do about it? You’ll need a dynamic plan because organization isn’t a one-time event. It’s a process that lasts a lifetime. And, don’t try to straighten out everything at one time. Take it step by step...one room at a time. You didn’t get this problem overnight and you can’t solve it overnight either.

The following five tips could be helpful to you:

1. Post a sign in a prominent place that says, “If I don’t find it useful or beautiful, I don’t need it in my house.”

If it’s not useful or beautiful, why would you want it? As you consider each item that is causing clutter, ask yourself: Why do I want this? Why do I need this? Why is this necessary to have? Do I find it beautiful? Does it bring me pleasure?

2. Create “zones”

Whether at home or in your office, keep like things together in one place.

You might buy a hanging cloth shoe holder and hang behind the office door. Designate each shoe slot to hold office items, like scissors, pens, paper clips, rubber bands, etc. Buy another one and hang on the pantry door. Put cleaning supplies in each of the slots.

3. Take a realistic look at your closet

Are there clothes you haven’t worn in the last year or more? Are there clothes of several different sizes that you keep

thinking will eventually fit again? If so, get rid of them.

What about your shoes? Do you have to dig through a dozen boxes to find the pair you want? Rather, store them in see-through plastic boxes, take a picture of the shoes, and paste it on the end of the box. That way the shoes will stay clean and at a glance, you will know which pair is in the box.

4. Remove unnecessary items from your bedroom

The bedroom is for sleeping and for intimate relationships. If you have books and magazines piled up on the





bedside table, dresser, or top of chest of drawers or clothing piled in a chair, it may subconsciously keep you from going to sleep or resting peacefully.

When you get up in the night, do you stumble over things? Have to walk around things? Or move things to get where you are going? Is there exercise equipment sitting there acting like a clothes rack? Are there knick-knacks and pictures taking up space that could be hung on the wall?

5. Arrange your kitchen by usage

If you have a half a dozen appliances that are seldom or never used, they don't need to be on your counter top. Also, the kitchen counter is not designed as a

mail storage unit or a key holder. Create a different zone for these items.

Think about your mealtime routines. What do you need at your fingertips to make these experiences go smoothly? Are you currently walking from one side of the kitchen to the other in order to get everything together? The more you can store items together for each task, the more efficient you will be.

What about your refrigerator? It is amazing how much food is stored there, pushed to the back, forgotten about, and then thrown away. When putting new items in the refrigerator, move the old items to the front and use them first. This will save you about \$2,000 per year.

In addition, you may eat better which will enhance your health, reduce your waistline, and improve your appearance.

There is an old Chinese proverb that says, "The wisdom of life lies in eliminating the nonessentials." You may want to follow the rule of when something comes in, something must go out. Don't bring in anything new without giving something away or tossing something out. And, if you want to really decrease your clutter, get rid of two things for every new one. This will improve your efficiency, enhance your effectiveness, and you may even get more sleep.



ABOUT THE AUTHOR

Judi Moreo is the author of the award-winning book, "You Are More Than Enough: Every Woman's Guide to Purpose, Passion, and Power" as well as its companion, Achievement Journal. She is a Certified Speaking Professional who has spoken in 28 countries around the world. Less than 10 percent of the speakers in the world hold this highly respected earned designation. To contact Judi or book her for a speaking engagement, contact Turning Point International, (702) 896-2228 or judi@judimoreo.com.



CHOICES

WITH JUDI MOREO



LIFE IS ABOUT
CHOICES. TUNE IN
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PLAY IN OUR **LIVES**

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With Judi Moreo

Life is about choices: professional, personal and emotional! This groundbreaking show hosted by Judi Moreo gives us insightful and practical tips on how to recognize the power of choices and the role they play in achieving the full potential within each of us regardless of our life circumstances.

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Tension is who you think you should be. Relaxation is who you are.” — Chinese proverb.

When I first read that the average American worker left 9.2 vacation days unused in 2012—three more than the year before!—I was shocked, but not surprised. Even in the waning days of the Great Recession, workers were still overstretched. They worried about taking all the time they were owed, lest they be replaced with hungrier workers while gone. Even today, half of us expect to work during vacations, and a third of us eat at our desks. It might be nice to return to the old days, when office life seemed easier, but I doubt that will happen. The business world is normalizing at a new level, one based on agility, speed, flexibility, and on-the-spot execution. This means that things will never be the same, and we have to adjust to that. However, that doesn't mean the change will kill us. In fact, most indicators suggest we have the opportunity to become more creative and productive than ever, just by taking it easier on ourselves. That assumes, of course, you can figure out how to dial it down again, especially if you've become an adrenaline/caffeine junkie who feels nervous and useless when not furiously busy.

The phrase that pays is strategic renewal. This includes taking more restful days off, taking full advantage of breaks to eat, play, and interact socially, and keeping evenings and weekends for yourself. Some experts, like Tony Schwartz of the Energy Project, even advocate afternoon naps, meditation, lunchtime workouts, telecommuting, and other practices that won't fly in most organizations. His employees get no less than four paid weeks of vacation from their first year, along with

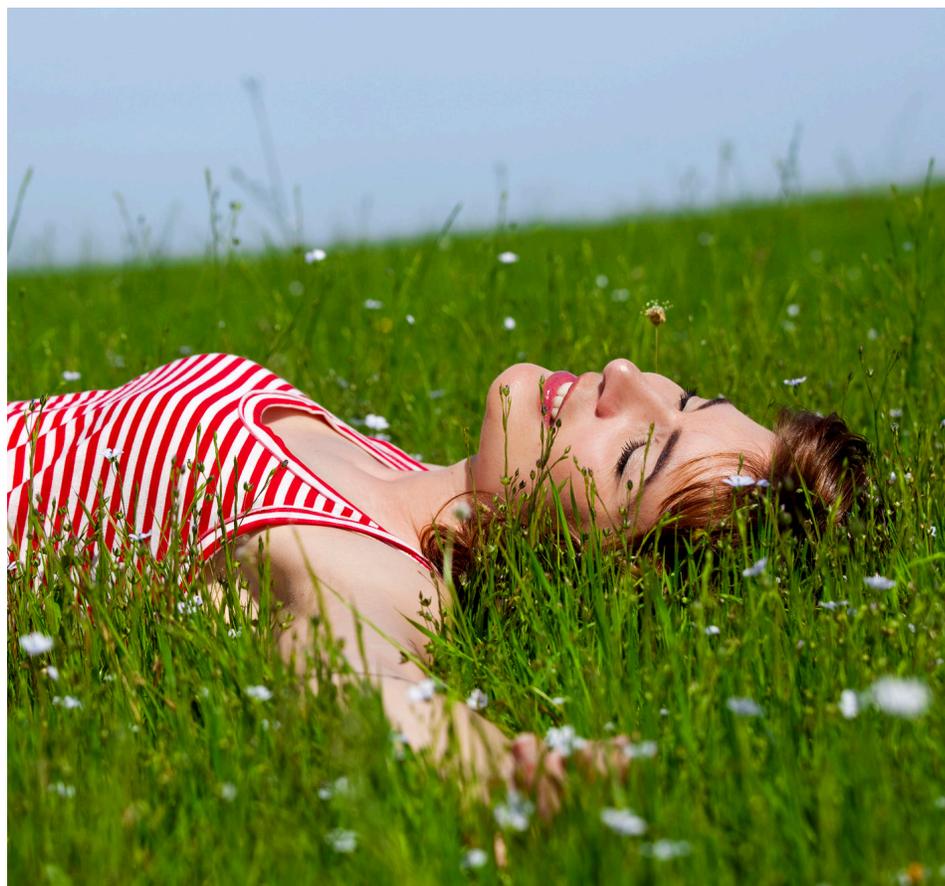
REST YOUR WAY TO SUCCESS

THE VALUE OF PRODUCTIVE RELAXATION

BY LAURA STACK

the above energy perks and workdays ending at 6 P.M. sharp. In February 2013, he claimed that in a decade, no one had ever chosen to leave his company.

The question here is: what will your superiors allow you to do in terms of strategic renewal? We already know that beyond 40 hours a week,



productivity drops and engagement sours. More than 11 hours a day increases risks of coronary events by two-thirds. Depression skyrockets, and so does insomnia. If you're sick and tired of being sick and tired, how can you do your best work? You can't. Being in tip-top productivity shape requires regular recharging. Studies have proven that well-rested people do more and better work. Point this out to your manager if she's grouchy about you taking all your PTO and your weekends.

Here's another interesting point. You may know your body runs on a 90-minute sleep cycle at night, and that you feel best when awakened at the end of a cycle than in the middle. Newer research demonstrates that the same is true of daytime activity: you function best in 90-minute time-chunks, which is why our attention often wanders after an intense spate of work or during long meetings. As it turns out, we humans are like quarter horses: we're made for short, intense sprints followed by substantial rest periods. Your brain and body want you to take a break—and they especially want you to sleep regularly.

I have a writer friend who has boosted his productivity by learning to relax and

pace himself. He's self-employed, so he sets his own hours; though as he says, his boss is a real jerk who makes him work 14 hours a day, six days a week! But the fact is, his 14-hour days are punctuated with two breaks at lunch and dinner, each two hours long, when he eats, reads, and runs errands. Saturday is his dedicated day off. His to-do lists typically consist of 12-16 items daily, which is stretching it—but he always gives himself plenty of time to complete every project, rarely procrastinates, and includes items that can drop off the list, if time runs out.

Today, he's accomplishing more than before, with far less stress and better sleep habits than ever before. There was a time he refused to take unscheduled client calls because they interfered with his productivity; now he takes them anytime, and if necessary, cuts a low-priority item from his list to make time. He's still more productive than ever.

So relax. You'll do fine if you take time for yourself, and occasionally add a little change of pace to your work schedule. The old saying "a change of work can be as refreshing as a period of relaxation" definitely has validity.



ABOUT THE AUTHOR

Laura Stack, MBA, CSP, international keynote speaker and bestselling author of six books, is an expert in Productivity and Performance. Her engaging personality, combined with nearly 25 years of experience helping organizations achieve RESULTS have made her one of the most sought after experts and keynote speakers in her field. She's been featured in the New York Times, USA Today, the Wall Street Journal, Entrepreneur, and Forbes magazine and has been a spokesperson for Microsoft, Dannon, belVita, 3M, Skillsoft, Office Depot, Day-Timer, Fellowes, and Xerox.



FOOD FOR THOUGHT

I am your constant companion.

I am your greatest asset or heaviest burden.

I will push you up to success or down to disappointment.

I am at your command.

Half the things you do might just as well be turned over to me,

For I can do them quickly, correctly, and profitably.

I am easily managed; just be firm with me.

Those who are great, I have made great.

Those who are failures, I have made failures.

I am not a machine, though I work with the precision of a
machine and the intelligence of a person.

You can run me for profit, or you can run me for ruin.

Show me how you want it done. Educate me. Train me.

Lead me. Reward me.

And I will then...do it automatically.

I am your servant.

Who am I?

I am a habit.

UNCONSCIOUS RESPONSES - VS - SELF-CONSCIOUS REACTIONS

BY JUDI MOREO

Without even saying a word, you are transmitting a message with your physical presence. Do you present an attitude of success? Is your style on purpose...your purpose? Do you appear comfortable, confident, and poised? Have you analyzed and thoughtfully planned how you will present yourself? If not, read on!

A sense of inner peace and serenity is the major source of poise, but you also need the outer visual signs of poise to make you self-confident. You have to be at peace with both your surroundings and yourself. Poise means “in-balance.” You are not born with poise. It is learned. Some people acquire it by accident but most of us have to work at it. As we grow older, we learn to compensate for our weaknesses and use our strengths and we become assured in most of life’s circumstances. Hopefully, we get ourselves in balance.

If inner poise is the most difficult area for you and you feel out of balance, you need to work on the inside first, with meditation, relaxation and the right attitude.

Relax

Sit comfortably in a chair. Don’t lie down

because you will be too comfortable and may doze. Close your eyes and take several deep breaths through your nose. Pay attention to your breathing until it is slow and regular and your body relaxed. If you can’t get into a relaxed state, try deliberately relaxing each part of your body, starting with your feet and working up. Be certain to include facial muscles and the back of the neck.

After you are relaxed, avoid verbalizing in your head. This is difficult and may take time. Try repeating a nonsense syllable to yourself for a while. Choose one with an “n” or “m” because it has a nice reverberation effect inside your head. Do this for at least 10 or 20 minutes once or twice every day.

Love Yourself

Improve your self-image. Accept yourself as you are and assume you have more good points than flaws, and remember, flaws can be improved or



changed. Strangely, most people, when asked to name their good points, can’t quickly do it, but can name their faults immediately. Your worth as a human is not dependent on being perfect. Practice seeing your good points.

Develop your sense of humor.

This requires looking at things in a less serious way than usual. Most of life’s small problems have a lighter side and we need to be able to see it. The next time small things go wrong, try looking for the funny side. Sometimes, even the big problems have a funny side. Practice laughing at yourself.

Practice Looking Poised

Once you have acquired inner poise, you can work on visual poise, those things which people see about you. Probably only a few situations cause you to appear insecure. You need to analyze one and find out why.



Start with the thing that is most difficult for you. Is it conducting a meeting, perhaps? Mentally, go back to the last time you were in this situation and decide why you felt self-conscious. Was it because your appearance wasn't what you know it could be? Was it because you are impulsive or can't control your emotions? Or, did you simply not know what to do with your hands? Did you fidget with your hair or your tie? Perhaps, you rocked back and forth or from side to side?

As soon as it is clear to you what your weaknesses are, you can learn to control them. If you need help, hire a personal coach or take some classes in assertiveness. Your local library can direct you to books on grammar, appearance, voice, diet, exercise or intellectual needs like a sense of personal worth. Remember, you need both self-confidence inside and an appearance that shows it on the outside.

Practice what you learn until handling these types of difficult situations becomes an unconscious response of poise rather than the self-conscious reactions of the past. Poise is the ability to be self-confident in most situations without being conscious of it. It is not something which can be forced or feigned.

As you work on the situation, ask yourself the questions again and see if you have made progress.

Many traits and behaviors make us more attractive to others...smiling, good posture, good manners, dressing appropriately, a pleasant speaking voice, graceful movements, intelligence. You can have the poise you desire by determining your objective, making a plan, and visualizing the "you" that you want others to see. Act "as if" you already have that poise and you will present yourself with style and purpose.



ABOUT THE AUTHOR

Judi Moreo is the author of *You Are More Than Enough: Every Woman's Guide to Purpose, Passion and Power*. She is a certified life coach and has been training individuals in creating the image and self-confidence they desire for over three decades. If you would like to learn about Judi's coaching programs on-line, contact her at judi@judimoreo.com.



**“An idea can only become a reality
once it is broken down into organized,
actionable elements.”**

Scott Belsky



PERSONAL BEST

BY CIE MARCHI



Had I known how my day was to end, I might have thought differently.

The day beamed in all of its glory as over three thousand triathlon and subsequent event participants converged on my small town. As if standing beneath a vast umbrella of pride, I felt lured into its spirited magic.

On that day, what struck me most? Was it the breach between water and wave, the miles where rubber collided with asphalt? Or, was it the sturdy legs and

swift motion of the actuated pedal? Perhaps it was the opportunity to fail or to succeed.

For months prior to that day, triathlon participants concisely measured proteins and carbohydrates. Mental games ensued, as the physical body resisted, defying the rules of engagement. Accelerated training schedules ended in sickness, injury or success.

In groups of twenty, athletes dove into the fifty-five mile lake where

glacier-fed waters offered a chilly 2.4-mile swim. Red, yellow and white buoys marked turning points. Mother Nature provided no assistance as whitecaps lapped effortlessly over the contenders, submerging torsos and limbs. Outstretched, each swimmer fought to propel the icy adversary. Core temperatures plummeted, tempting hypothermia.

Purple lips and skin as blue as the cloudless day, the swimmers dragged themselves toward their first transition. Sprinting a short distance, they mounted

lightweight bicycles. Spinning at top speeds, chrome spokes and narrow rims glistened. Index fingers throttled brake and gear levers. Solar rays tightened derma for the next 112-miles. Sheens of perspiration cooled the enthusiasts, tossing hypothermia aside. Ambient temperatures rose to nearly 100 degrees, causing palpitating hearts.

Once the carbon fiber junkies dismantled, compressed blood-deprived pelvic bones relaxed, filtering blood into wobbly legs, oxygenating mental faculties. Competitors shoved defeat aside. A constant battle of wills, they modified their pace, altered their drive and adjusted their attitudes as they attacked the 26.2-mile run. Perseverance overcame endurance.

Less fastidious athletes triumphed as well. Children of all ages raced energetically; their infectious giggles and radiant smiles bounced off the canopy of pride, and their unbreakable spirits touched, indisputably, everyone. I will never forget that day. The grandeur and bestowed laurels for magnificent performances uplifted and transcended my soul. Yet surprisingly, I did not shed one joyful tear—not one.

What mesmerized me on that exquisite day?

As I drove home, I became spellbound. My perspective swayed as quickly as the athletes had transitioned from swimmers, to cyclists, to runners.

One mile from the exuberant park, I witnessed an extraordinary individual. Driving slowly, I approached a middle-aged woman perfectly balanced atop an antiquated, pale green bicycle. Tethered to her right wrist was a small, quick-footed dog, neither tugging nor fighting the tethers' limitations.

Slowly, the bike chain rotated over the sprockets.

Unhurried, I focused on the bike. An odd, unrecognizable shape materialized. The sprockets received another deliberate, leisurely rotation.

I honed in on my quest to identify the object, most of which was hanging off to the left—long and stiff; a shadow revealed a slight center bend.

Pedals rotated a third time, effortlessly, methodically.

Closeto the woman, I finally understood. Amazed by the flesh-colored device, I absorbed the charms of endurance versus perseverance. I realized the value of the day's competition and came to appreciate the difference between determination and achievement.

Driving onward, I savored this meaningful lesson. As emotion drew from its well, I dubbed this woman a truly triumphant champion and declared her a remarkable one-legged cyclist.



ABOUT THE AUTHOR

Cie Marchi's unique Alaskan lifestyle prompted her to begin writing. Now living in Washington, Cie enjoys co-facilitating the Chelan Writers Group and continues to write children's books, movie scripts, non-fiction humor and novels. One of her standing philosophies is "Teach Where You Can." www.cmarchionline.com

“Every time you act, you strengthen the tendency to act that way again. Choose carefully the actions you take.”

Jim Cathcart

HAVE YOU EVER FELT STUCK?

Have you ever been stuck? Felt like no matter what you do, you just can't get ahead? Do you ever think you should be more successful by now? Are you struggling with finding your life purpose? Are you disappointed and discouraged with where you are or where you seem to be headed? Do you feel like you were created for something more, but don't know what?

If so, let Judi Moreo be your coach and mentor. Judi will provide the tools and techniques you need to achieve your desired results and she will hold your hand through the process. She will work with you to design a program specifically for you to take you from where you are to where you want to be.

Not only will you receive guidance and feedback, you will benefit from Judi's extensive background in leadership, management, image, presentation skills and service. Her insights and guidance will help you become who you want to be and present yourself as you want to be seen.

For more information, call Turning Point International at (702) 896-2228 and speak with Judi personally about the possibilities for you.



As an international business leader, Judi knows firsthand what it takes to be successful. She has owned and operated businesses in both the United States and South Africa. In addition, she has spoken, consulted and presented both keynote speeches and training programs in 28 countries on four continents.

Judi is an accomplished author with 10 books to her credit, several of them award-winning best sellers. She has been a journalist, model, finishing school and model agency owner, a professional speaker, a corporate executive, an entrepreneur, a consultant and a cancer survivor.

Around the globe there are many men and women whose lives are a testimony to Judi's personal and professional success. It is no wonder that she has a collection of awards, but to her "life is not about awards. It is about the reward of making a difference in another person's life." And that she has done over and over and over again.



**“There is no reason ever
to have the same thought
twice, unless you like having
that thought.”**

**David Allen,
Author of “Getting Things Done”**



LISTENING MAKES A DIFFERENCE

BY DELORES RAMSEY MCLAUGHLIN

Listening is the most effective form of the communication process. Listening is a form of communication which exemplifies that one person cares about what the other person is saying, wants to understand the message and is open to connect with the individual through listening. In other words, listening is a way of showing love and encouraging others by acknowledging the importance of their messages.

Unfortunately, listening is the most neglected form of communication. Most people believe, without a doubt, they are great listeners and that speaking skills outweigh the importance of the listening factor. As a result, their listening skills are left unaddressed leaving them without a true connection with others. The individual who lacks effective listening skills distances the formation of a true relationship. Therefore, listening is an important element of connecting with others and sustaining lasting relationships.

The ineffective listening skills affect individuals from all walks of life. For example, the Wall Street Journal found MBA students were not effective communicators, listeners or leaders. Although, they were well educated and knew the importance of listening, it did not change their listening deficiency.

How would you rate your listening skills? Do you believe many people connect with you because of your effective listening skills?

Listening is caring about others unselfishly. When you take time to connect with others through active listening, you are saying to them how important they are and you want to listen to their message. This in turn, motivates them into a conversation with you inviting a circular process of opportunity for both you and the speaker. This gives the speaker a greater platform to speak to someone who truly wants to listen to his or her message.

Tough listening or not wanting to listen is another classification of listening.

Tough listening can be manifested by numerous reasons. First, fear can be a major factor in what might be said or how it will affect you. Secondly, avoidance of the truth is another point that tough listening could provoke. Listening to a dying friend or family member could classify as tough listening.

How can we improve or self-manage our listening skills? We must have a desire to want to listen and be willing to maintain a quiet spirit even when the listening is tough. We also must keep in mind to refrain from immediate response until the person has completely finished talking.

Let me share with you some tools that can be helpful in producing effective listening:

Become self-aware of your own



listening challenges. Understanding where your challenges are will encourage you to change the patterns. Journaling is a great option of reflection and correction material.

Experience the moment of listening with focused energy. Listen to others actively by giving them great eye contact and utilizing gestures that indicate active listening. For example, nodding of the head and leaning forward. This is a rewarding moment for the speaker because “You care to listen.”

Be respectful. Listen without pouncing in and asking a lot of questions. Let others complete their messages and then ask questions appropriately. Too many interruptions while trying to communicate can promote important messages being lost.

Utilize your entire body. When listening, keep in mind that it requires your entire body being interactive. Be aware of your body movement and gestures that could send a negative response to indicate you are not listening.

Be honest in your interaction with others. Listen to the message without judging. Be empathetic and attentive. Listening requires the whole you being open to learn new things about yourself and how you do what you do. Remember, being an active listener is a building process which connects and sustains life-long relationships.

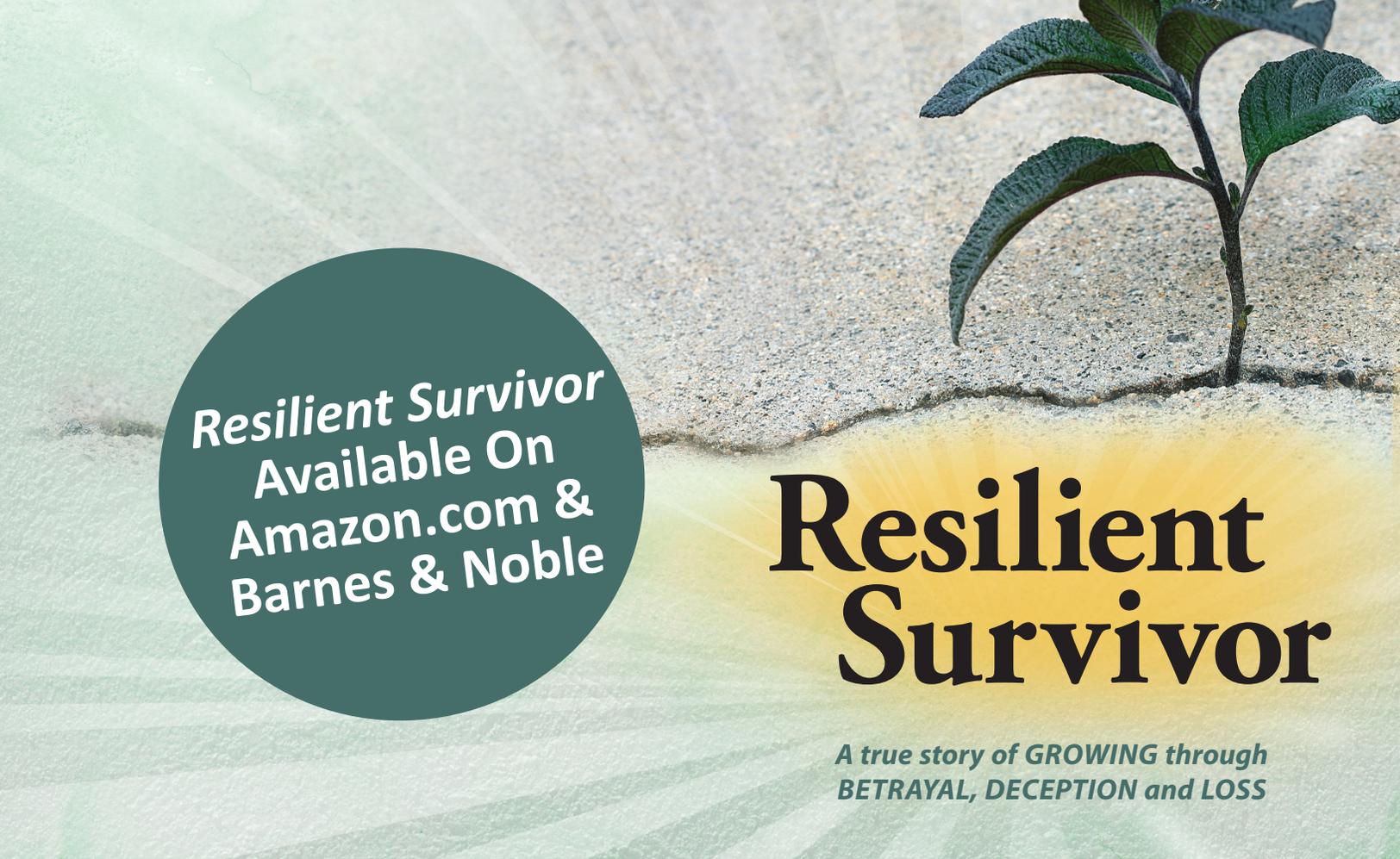
When we practice these five actions, it demonstrates to others that we care about what they have to say...and that will make all the difference!



ABOUT THE AUTHOR

Delores Ramsey McLaughlin is a motivational speaker who inspires audiences from corporate to faith based. She has a gift of making the most serious topics become less intimidating and more accepting. The founder & executive director of “All Out Communication” and “Freedom-N-Christ Ministries,” she teaches effective leadership skills, conflict management, strategies to successfully pursue your dreams and how to bridge gaps between cultural and religious differences.

Delores may be contacted at: Post Box 8205, Phoenix, Arizona 85066 or nthaeyezz@cox.net



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*A true story of GROWING through
BETRAYAL, DECEPTION and LOSS*

BY MARLENE LIVINGSTON CURRY

“This is a book about love, betrayal, and a mysterious death. The author, Marlene Livingston Curry, shares her personal journey through devastating circumstances in order for us to understand she has been where we are, hurt as we hurt, and felt complete devastation from the secret betrayal of the person she loved the most. She then shows us how to reclaim our self-worth, resolve the shame issues we may be dealing with, and rise to new levels of self-confidence, happiness, and success. Within these pages, you will find practical ways to meet challenges, overcome difficulties, and give up any feelings of brokenness.”

—Judi Moreo, author, *You Are More Than Enough*

“This book is both inspirational and practical. It is the kind of book you will keep close at hand, refer to often, and actually use. It is full of simple, yet profoundly effective techniques that anyone can use to regain and maintain self-worth and confidence.”

—Mary Monaghan, author, *Remember Me?*

“This is a book I will keep and give to others, to my friends who are grieving. Marlene writes from a calamitous experience and offers advice of various ways of coping with the issues following the death of a loved one.”

—Kathie Slaughter, Retired teacher

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Marlene Livingston Curry is available for lectures and workshops based on her book *Resilient Survivor*.

EMAIL MARLENE
marlene@marlenecurry.com

GYM RAT

BY PAT TURNER

Friday morning, it's 5:30 and I am barely able to roll out of bed. After moving around a bit, drinking a cup of tea and eating a banana, my sore body begins to loosen up. It has been a long week after returning to the gym following two weeks on vacation in Mexico. A bowl of oatmeal, protein drink, and I am finally ready to head for the gym. I am greeted with smiles and told by the front desk staff, trainers, and friends, "it's good to have you back". To this I replied, "I overate, over sunned, and over indulged ~ it was perfect."

The importance of moving and strengthening muscles became more evident after visiting a friend three years ago in an assisted living facility. What I observed became very clear what will happen if I don't take my health and physical shape seriously. I made the choice not to enter the golden years, even though I have one foot in that door, over-weight and under-exercised. That is when I became a gym rat.

Not that I didn't like activity most of my life. My husband and I skied in the winter, and rode tandem bike spring and summer. I just didn't have the energy to work out at a gym after a full day teaching school during the week. But after retirement, everything



Choices editor, Judi Moreo and Pat Turner with trainer, Cody Carlson at Gold's Gym, Wenatchee, Washington

changed. The first six months I was beginning to think that retirement was overrated. It's not that I just sat around. I took up painting, writing, and knitting along with the usual chores of keeping up the home. Then I realized the one thing that was missing... interaction with people. To fill that void, I decided, for some unknown reason, to join a gym. For two years, I attended kinesis and bike classes twice a week, and slowly became part of a new family of likewise gym rats.

Feeling emotionally, mentally, and physically stronger over the months I decided to do more. Now, weekly I attend five kinesis, two bike, and a yoga class. In-between those classes, at least three times a week, I row 5000 meters, which takes about 45 minutes. Then, I added free weights, resistant machines, the hand cycle, and elliptical. The bonus of everything, along with a change in

diet, I have lost weight. As my shape changed, another bonus is that few of my clothes fit and now I have a new wardrobe. The family has grown and I am missed if not there, so there is accountability. Plus it's just a fun, positive place to be.

I brought new challenges for all the trainers to adapt activities for me to be able to do without my crutches. If you have read previous articles I have written, you know that I have been an above knee amputee for fifty years. That alone makes it all the more important for my structure and base to stay strong. I am so blessed to have this resource practically at my front door, plus the desire to take advantage of what's available. Going to the gym is at the top of my to-do list every morning.

Everything we find time to do is a choice, whether it's productive or not.

I know since I have set aside a specific time at the gym, I am stronger, happier, and have more energy to do what needs to be done the rest of my day. If you have never managed to find the time to work out, give yourself a head start on those Golden Years and start today, it's not too late. We all have challenges and need to push through them by doing what we can do. In what direction will your first step be to a healthier life? Come on, join the family of gym rats.



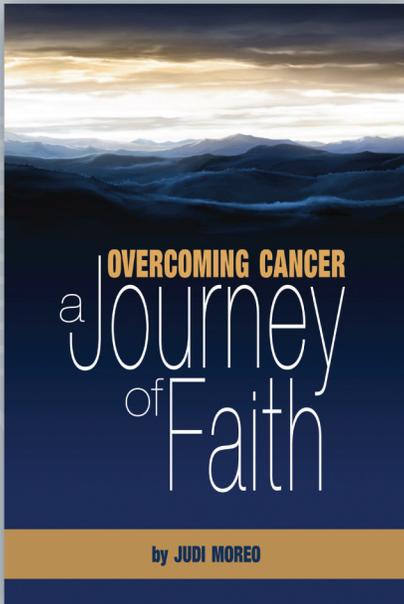
ABOUT THE AUTHOR

Pat Turner lives in East Wenatchee, Washington with her husband, Joe. She received her B.A. in education from Central Washington University and Fifth Year from the University of California Sacramento. Placerville, CA was her first teaching assignment then finished her career in the Wenatchee area. Her travels include New Zealand, Tahiti, Mexico, and Hawaii. Pat enjoys working out at the gym, riding tandem bike with Joe, painting, writing, and hand crafts.



Award-winning author Judi Moreo knows what it is to travel the journey of cancer and shares that experience in this book.

Overcoming Cancer: A Journey of Faith



Through her personal story, inspiring quotes and practical suggestions, Judi shows us that cancer and fear are messages to us to make lifestyle changes. This supportive book can help the newly diagnosed cancer patient ask better questions, understand there are alternative and integrated treatments that can work and, most of all, maintain hope.

Even though traveling the cancer road was a rocky and difficult journey, it was also rewarding. The path through cancer requires enormous discipline, work, and change; yet it is filled with excitement, experiences and discoveries that can bring us to a new and better place if we are open to possibilities and focus forward.

"This book may help save your life or that of a loved one. Judi Moreo "gets it." She understands that the question is not "what kind of treatment do I undergo?" but rather "how do I heal myself?" Her personal experience with cancer taught her to recognize that recovery from chronic illness is often a recovery from an unhealthy life in many respects. With humor, grace and courage, she addresses the physical as well as the mental, emotional, psychological and spiritual needs for recovery in an easily accessible, practical way. Whether you are looking for help to reclaim your health from cancer or any other illness, let Judi be your guide."

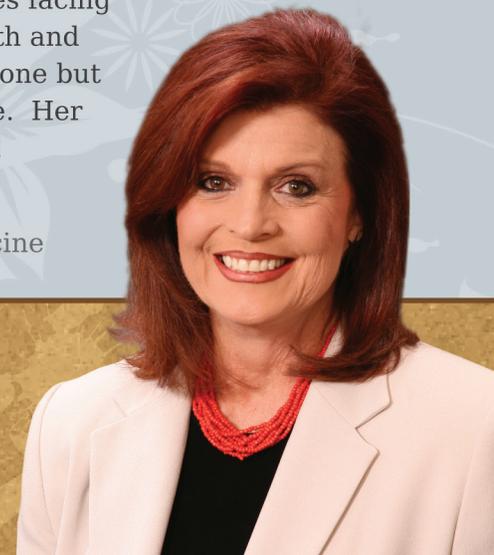
- James Sensnig, N.D., Founding President, American Association of Naturopathic Physicians; Former Dean, National College of Naturopathic Medicine; Founding Dean, College of Naturopathic Medicine, University of Bridgeport, Connecticut; cancer survivor

"This book is a must for those facing cancer and for those who have loved ones facing this fear-filled disease. Judi writes from the heart -- telling her story with truth and emotion. She highlights her course of action, not forcing her opinions on anyone but truly providing options to conventional cancer care that are sound and doable. Her recommendations for nutrition therapy and exercise are quite impressive and fact-based."

- Julie Freeman, MA, RD, LD, Licensed Nutritionist, Integrative Medicine

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DECIDE TO DECIDE

BY ANDREA CHESTNUT

Moving can be exciting or it can be anything but exciting... I have moved nine times in the last eight years. Strange as it may seem, I have always seen myself as a nesting sort of person. Putting down roots with a sense of secure safety and wanting everything in the right place. Being a part of a mobile society and realizing life can and will call for change, I have had to decide to decide what to keep and to let go of what no longer serves the lifestyle I wish to enjoy.

Over the last 20 years, I have worked with people to down size and organize their lives. Downsizing and organizing is not always about having a place for everything and everything in its place. It is more about deciding to decide. Deciding that it is time in your life to let go of what no longer enriches your life. A move of residence is the perfect time to assess the items to which you are holding on. Very few people can make a move and not end up on the other end asking themselves this question. "Why did I bring this with me?"

People have attachments to things for various reasons. The two biggest reasons people give for holding on to an item is sentimental or the amount of money paid for the item.

Letting go of what does not enrich your life can be freeing and liberating. Many



years ago, I worked with a woman in her late 70's. Her husband had passed away about five years before. The woman's daughter was concerned her mother was becoming isolated. Her mother's home had become cluttered to the point that she was no longer having her friends over to play cards. When I interviewed the lady, I also saw the bedroom where her husband had slept. It was startling as this room was perfectly clean and in order... as though he had just stepped out to the store and would return soon. This dear woman could not part with any of her husband's belongings. They had married quite young and had spent their entire lives together. His clothing was the hardest part for her to let go of because she could not bear the thought of someone else wearing his clothes.

The goal was to help her regain her quality of life. Not to take away her connection to her husband, but to create a path for her to heal. As we worked to clear the rest of her home, a plan started to materialize. One day she said to me, "It is time but I just don't know what to do." She had decided to decide. She had started talking more about how she enjoyed reading and most of all enjoyed playing cards with her friends. She talked about the fun and laughter that had once filled her

home and she wanted that again.

Deciding to decide had been a hard step but she had taken it. Determining how to let go and still have a sense of connection was the next step for her. While we took her husband's clothes down from the hangers and she lovingly laid them on his bed, the solution showed itself. There was a lady in the community who made quilts...beautiful quilts lovingly sewn with care. We decided that the husband's clothing would have a new purpose. She busied herself choosing the pieces of clothing that would be made into a lap quilt. A smile began to form on her lips as she became excited in the knowledge that she didn't have to let go of her beloved, but had found a new way to enjoy the memories.

She now shares laughter and joy with family and friends in her home. She has let go of the items that kept her bound in despair and grief. Her memories keep her warm and cozy in the form of a beautiful lap quilt.

Once you make up your mind to decide to decide, the rest flows much easier. Realizing there is always a choice and exploring where each choice can possibly lead you can open your mind

to explore new possibilities. Deciding to decide opens a door to the subconscious that feeds possibility thinking. It is at this point you begin the process of allowing new outcomes to form in your mind's eye.

When getting ready to move or organize your life, remember, not everything needs to go or stay with you. Ocean front property is considered prime real estate and always brings top dollar. Treat your space as if it is prime real estate. Everything in your space represents a value you have assigned to it. Consider whether the value it adds to your life is worth you keeping it!



ABOUT THE AUTHOR

Andrea Chestnut is an inspiring author, speaker and owner of Chestnut Unlimited, a performance improvement company offering training, consulting and coaching. Specializing in small to medium size businesses, helping owners learn and apply the tools to manage what matters most to them. You can contact Andrea at 702-218-1858.

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DON'T MOVE THE GOLF BALL

BY RIDGELY GOLDSBOROUGH

The sun's crest peaked over the horizon as Jerry slammed his trunk shut and stepped onto the course, armed to the gills with clubs and a scorecard. Dew glistened on every blade of grass. Alone, Jerry squared his shoulders and teed off.

He watched his first shot drop half a foot inside the deep rough, bent down, grabbed his bag and strolled up the fairway, the only player in sight.

He selected his favorite wedge, approached the ball, glanced at the pin, wagged the tip of his brand new brown and white spat and nudged the tiny orb a few inches out of the deep rough. Two strokes later, he saved par.

Off the next tee, he shanked one deep into the woods. "Practice shot," he proclaimed to himself, and took another.

As dawn turned to day, Jerry finished his round. On most holes, his magic toe moved the ball a hair to the left or right to avoid a tree root or a nasty lie. Elated, he totaled his final score: seven over par, the best of the year. "I can't wait to tell the fellas," he thought as he drove off. "What a way to start a Sunday."

Except for one problem. He cheated.

Though no one witnessed a transgression nor could anyone ever find out, Jerry moved the golf ball—and he, at least, knew.

When did copping refills without paying or snagging two salads with only one buffet ticket become so fashionable? Why do we consider it sporting to beat Uncle Sam, eat a few grapes before the grocer weighs them or sneak a couple of minutes in the handicapped parking spot while we "run into buy a quick Lotto ticket?"

Three or four months ago, I promised my son a cookie while shopping. I pulled it from the freshly baked section, handed it to Linus and went on with the business of filling the cart. As I loaded the bags into our car, it struck me. "I forgot about the cookie."

I put Linus on my shoulders, strolled back in the store and waited our turn in line.



“This young man ate a chocolate chipper and we neglected to tell you when we checked out,” I confessed. “How much do we owe?”

Startled, the cashier looked at me like an alien. It took him a moment to recover before accepting our money. How sad!

Each time we “get one over” on someone, we put a piece of ourselves behind bars. Every breach, no matter how minuscule, robs us of true freedom, the right to carry our heads high, our hearts open, our dignity unblemished.

It took me a long time to realize that no pennies saved, no convenience, no avoiding conflict, no look-the-other-way attitude will ever merit compromising

my ethics or jeopardizing the expansive feeling of quiet nobility that comes from always “doing the right thing.”

Next full lot, sit a spell in your car and listen to a song before grabbing that spot with a wheelchair on a blue sign. Make it a metaphor for how you elect to live.

We all face choices every day, many of them imperceptible to everyone else. In those solitary, decision-making moments, ask yourself: “Do I really want to move the golf ball?”

That’s A View From The Ridge...



ABOUT THE AUTHOR

Ridgely Goldsborough, a.k.a. The WHY Guy, is the author of *The WHY Engine* and co-founder of the WHY Movement. You can learn more about it at www.KnowYourWHY.com

Ridgely may be contacted via ridgelyg@gmail.com (850) 291-6575

The background of the entire page is a photograph of two colorful beach chairs on a sandy beach. The chairs have a rainbow-colored fabric backrest and seat. The scene is set at sunset or sunrise, with a warm, golden light illuminating the sky and the sand. The ocean is visible in the distance. A semi-transparent green rectangular box is overlaid on the upper half of the image, containing the magazine title and the article title.

CHOICES MAGAZINE
SUMMER ISSUE 2015

A FINAL NOTE FROM JUDI MOREO

You don't have to accept life as it appears to be. You have been given free will in order for you to choose who you want to be and what you want to have and do. Your life is as limitless as your imagination. If you believe it can be done, your mind will start to think up ways to make it happen.

Napoleon Hill, author of *Think and Grow Rich*, said, "The imagination is the workshop of the soul wherein a man's destiny is fashioned." He was right.

The imagination is where our plans are created. You are the owner, manager, and supervisor of your workshop. Nothing can go into it without your permission. You produce your habits, your discipline, your organization or lack of it, your relationships, your financial situation and your success ...all by how you manage yourself. Your workshop is operating 24/7, whether you are aware of it or not. If you want to keep yourself functioning at peak performance, you must program your conscious

mind to give the right instructions to your subconscious. When you input thoughts of health, happiness, organization, joy, abundance, and harmony, your imagination will work with you to create the life you dream of living.

Judi