



**Liz Holland** life coach & professional supervisor

## The 5 Minute Read

Topics brought to your attention to improve your personal and professional lives

January 2009

Welcome to "The 5 Minute Read" and to the year 2009!

What will this year hold for you?

No one can answer that question – however, with some planning we can insure that we do include activities in our life that are enjoyable or meaningful to us. It is essential we keep ourselves energised and know that we can manage what does unfold for us during 2009.

In this newsletter, I share the process I personally use. I hope you find it a useful starting point if "planning" is not something you tend to do or if you quickly become overwhelmed by all the things you could do.

I would enjoy hearing what you have found useful.

Wishing you a year of enjoyable and meaningful events

Warm wishes,

Liz Holland  
Associate Certified Coach -International Coach Federation  
& Professional Supervisor  
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**New Topic**

## Just ONE thing

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The beginning of each year is often a time when we pause and wonder what is ahead for us and what will this particular year will bring.

We can choose to leave our thoughts at that point and “hope for the best”. I prefer to live more intentionally – by that I mean I know some things I want to make sure happen this year – so I plan it! This is the process I use – please change it and adapt to what works best for you, as it is a very personal process and may take a few weeks to complete.

### 1. Look back at the previous year

- Find a quiet space, a pen and notebook and record the significant events and activities of the year. I use my appointment diary to prompt my memory of events that happened during the year.
- Generate a list of things that have occurred during the year

### 2. Celebrate

- Look at the list – what are things that went well for you?
- What were the highlights?
- Any special achievements or things you are proud of?
- How are you going to celebrate and acknowledge the things that did go well?

### 3. Identify the challenges

- What challenged you last year?
- Identify the challenges that were outside your control.
- Identify the challenges that you could do something about.
- What reoccurred last year that was the same as the previous year and you wish it hadn't?
- Do you need to learn new skills to overcome the challenges you have identified?
- Who or what could possibly assist you?

### 4. Dream

- If your life was how you want it to be, what would it look like?
- Allow yourself to be creative in this phase – a “dream board” can be useful –i.e. cutting out pictures from magazines and making a big board to create a visual image or maybe write words and phrases on a large sheet of paper

### 5. Identify Themes

Looking at the information you have collected. Identify themes that you can group under different headings. Some of these headings could include:

- o Personal development
- o Health
- o Holidays
- o Leisure activities
- o Home environment
- o Relationships with others -partner /family /friends/children/neighbours/workmates/employer
- o Work – paid & unpaid



- o Professional development
- o Finances
- o Community
- o Environment –local, national, global
- o Politics –local, national, international

## 6. Keep calm!

- You have a lot of information about “your world” and what could be possible for the year.
- Do not let the possibilities overwhelm you!
- You have written this all down, so your options are not going to be lost
- Go through the options, and put a pencil line through all the things you know you “should” do, but as soon as you read it, your heart sinks. Put these options aside and look at what is left.....

## 7. Just ONE thing

From all the ideas left, ask yourself the following questions:

- What is **ONE** thing that really excites me?
- What stands out from the rest of the ideas?
- If it was 12 months time, and I had achieved this – what would I be most proud of?
- Who or what may assist me?
- What is **ONE thing I could do THIS week** that would take me towards having this in my life?

## 8. Take Action

- Do the **ONE thing** you have identified – take action –take a step no matter how small it may be...but do it.

You are now on your way towards a meaningful year.

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*When we are aware that we want to make some changes in our lives, whether at work or in our private lives, it is easy to proceed with great enthusiasm and then for our progress to gradually slow down as day-to-day activities take over our lives, or we run across obstacles which seem insurmountable, or we just run out of steam. This is similar to having good intentions when making New Year resolutions. We resolve to do something or cease to do something on January 1st and by February 1st our good intentions have not been acted on. Having a coach or a professional supervisor can assist you in maintaining your momentum. I encourage you to email me today to see how I can assist you in achieving your personal and professional goals."*

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