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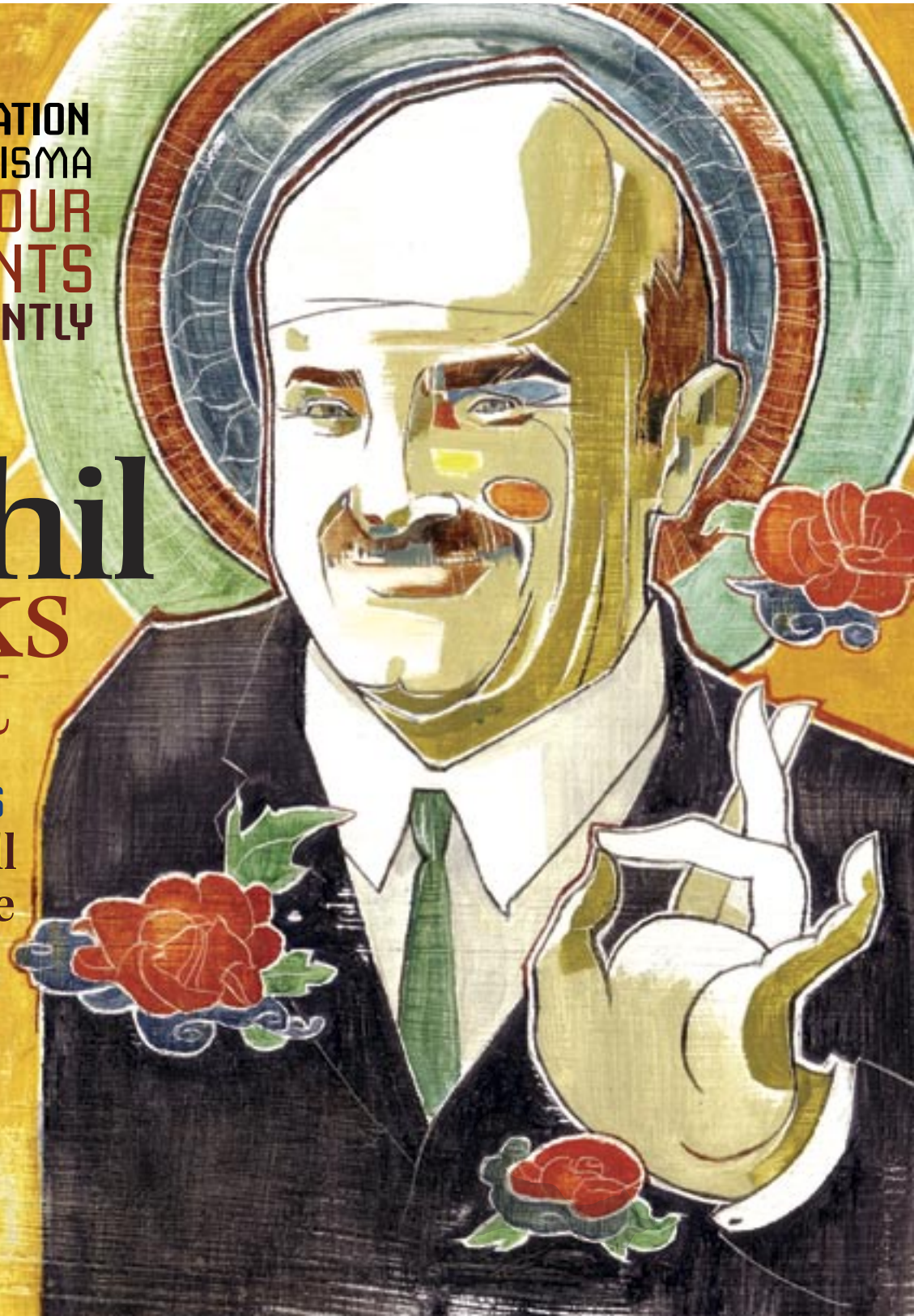
Embracing Success

**INTRINSIC MOTIVATION
YOUR INNER CHARISMA
CELEBRATE YOUR
ACHIEVEMENTS
SPEAK CONFIDENTLY**

Dr. Phil *Speaks Out*

SUCCESS STORIES
Janine Maxwell
Dr Bryce Wylde
Caryn Green
and others...

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5 QUICK WAYS TO KEEP YOUR COMPUTER SAFE + CLEAN

HOW TO AVOID e-MBARRASSMENT: PREVENTING COMMON E-MAIL ERRORS



1. According to *Norton Antivirus*, 10-15 viruses are created each day. Install antivirus software and keep it up-to-date. Most software of this kind allows you to schedule an automatic update of your virus definition files. Schedule it weekly, as most virus definition files are created once a week.

2. Clear your desktop. Take one day per month to organize your desktop by

- moving your documents to their appropriate folders.
- rearranging your icons. [Right click on the desktop, choose "arrange Icons" and select one of the options (i.e., by name, by date)].



3. Is your recycle bin filled with documents you deleted in 2003? Time to empty it! But, before you do, make sure you didn't accidentally delete something you need.

4. Remove programs you no longer use. If your program list is longer than your monitor can display at one time, you maybe a download addict!

5. Free up some disk space. *Windows* users can use Microsoft's Disk Cleanup program. Disk Cleanup can be found at Start / All Programs / Accessories / System Tools / Disk Cleanup.



WHEN IT COMES TO E-MAIL, we've all made mistakes. Here is a list of common errors, along with some instructive protocol. (Warning: You may find yourself thinking "Oh my! I've done that!")

1. **DO NOT SEND AN E-MAIL** in capital letters. This is the e-mail equivalent of yelling.
2. If you are going to send an attachment with your e-mail, make sure you actually affix the file to your mail. I suggest attaching the file as soon as you begin composing your e-mail.
3. When including an attachment, double check that you are indeed sending the correct file.
4. Never write an e-mail when you are upset or angry, no matter how handy an outlet for stress and anger it may seem at the time. Give yourself a cooling off period of 24 hours to clear your mind, then sit down to compose the e-mail.
5. If you are sending a confidential e-mail, make sure that only the intended readers are part of the distribution list.
6. If you are forwarding an e-mail, ensure that you are not forwarding confidential information.

By Sandra De Freitas

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BECOMING AN ENLIGHTENED WARRIOR ON THE PATH TO CAREER SUCCESS

By Adria Trowhill



CAREER IS NO LONGER a one-stop destination, but rather, a life long journey. In the Shambhala, Chögyam Trungpa uses the word "warrior" to describe someone who searches for self-mastery and fulfillment by facing the challenges of life with bravery. In the complex world of today, following this path makes it possible to have a fulfilling and exciting journey. The path is not easy and will challenge us to show up at our best. As our featured career stories testify, the journey can be very rewarding. The principles below will support you and maximize the potential for your career success.

GREAT JOY COMES FROM SERVING OTHERS, sorrow from acting selfishly. Engage yourself in work that reflects your calling to serve the world. Even the smallest contribution makes a difference, provided it uplifts your personal experience and that of at least one other.

OUR TIMES ARE CHALLENGING US to redefine the way we relate to our work. Adopt Gandhi's vision of becoming the change you wish to see in the world. Search for the gift that lives inside of you, and make at least one of your dreams a reality.

BRAVERY EVOLVES FROM THE ABILITY TO CONQUER FEAR. Commit to developing a sense of fearlessness, and launch this development by stepping out of your comfort zone. This does not mean that you deny your fears, nor does it imply that the process will be painless. Claim your courage by acknowledging what causes you anxiety and embark on a quest to get past it!

FIND YOUR OWN WAY, working from wherever you are, with whatever opportunities you see. Identify the conditions in which you experience fulfillment. Sustain this experience by intentionally increasing your "off purpose" awareness and by developing a network of

people who share your ideals. Delivering on these intentions will support you in making any course corrections you need along the way.

CELEBRATE YOUR WINS! Give yourself permission and set aside time to take pride in, and appreciate, your accomplishments. You alone have the power to reflect upon and nurture the wisdom of your being.

THINK NOT ONLY WITH YOUR MIND, but also with your heart. The thinking mind is a wonderful tool, capable of amazing intellectual and creative pursuits; however, it can be intimidated by facts or circumstances that it perceives as daunting. The head lives in the secular world. The warrior's heart, on the other hand, inhabits the world of spirit, where facts are not as important as wisdom and understanding.

Finally, develop the practice that the Buddhists call "mindfulness". Stay awake by remembering who you are and what you stand for. Live your values to the fullest and use them as compasses when making decisions. Be mindful also of your connection to every other human being who inhabits this earth, and avoid unproductive comparisons.

Becoming a career warrior is more about choice than circumstances. Wishing you every success on your own path and journey!

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CUBICLE DIVAS

ADVICE FOR WOMEN STRIVING TO SUCCEED IN THEIR CAREERS

By Leesa Barnes



[mindset]

FROM TIME TO TIME, I officiate basketball games. Not only do I have to clear my mind of any distractions, but I also have to use my voice a lot after I blow my whistle. Whether I'm calling a foul or a violation, I have to communicate instructions to the players on the floor using a clear and strong voice.

In the workplace, many women suffer from the inability to use their voices effectively. In meetings, on the phone or while speaking to their bosses, women in the workplace believe that speaking in low tones will garner them respect.

However, this "little girl" syndrome is doing more damage than good. Instead of being taken seriously, women are interrupted when they speak or ignored altogether.

You can become a Cubicle Diva and command attention in the workplace by following these tips to make yourself sound more confident without being pushy.

1. RECLAIM YOUR IDEA. A complaint I hear often from my clients is that they state an idea, no one comments, then a male colleague will restate the same idea in his own words and everyone will congratulate him for introducing a new concept.

There are many tricks you can use to ensure that proper credit is given back to you. One technique is to use a strong statement, such as, "I'm glad Rob brought up the idea I introduced earlier. Let me elaborate on my thoughts."

2. ELIMINATE WIMPY WORDS from your vocabulary. Statements that include definite words, such as "can" and "will," show that you are confident in your decisions. Avoid using "try," "should," "could," "would," "maybe," "think" and other less powerful words, as they can dilute your message.

3. END YOUR STATEMENTS without raising your voice at the end. Women often have a way of ending a statement as if they're asking a question. A woman may want to say, "I would like you to approve my budget before 5pm today," but instead, she says, "I would like you to approve my budget before 5pm today?" You should be aware if your statements are ending in questions, as it removes the power from what you are trying to say.

4. ALWAYS FINISH WHAT YOU'RE SAYING. There are many meetings that I attend where women are cut off in mid-sentence. I've had it happen to me many times. A trick I use is, when someone tries to cut me off, I continue talking by raising the tone of my voice. This is usually enough for the other person to realize what they've done; however, if this doesn't work, feel free to say, "I'm not finished my point..." or "Give me a few more seconds to finish my thought."

5. TRY NOT TO MUMBLE, stammer or fumble your words. Doing so makes you look dishonest or uncomfortable. When you stumble over your words, it usually means that you are nervous. Try slowing your pace as you talk. This will help you stop stammering. If you suffer from stuttering, locate a speech specialist who can help you further.

Follow these tips so you can be more assertive in the way you communicate at work. Soon, you'll notice that your co-workers are taking you more seriously as a woman and as a respected colleague.

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Illustration: Jen Hsieh, jenhsieh.com **esteem** [2]

[boost]



WHAT CAREER WARRIORS CAN TEACH YOU: A PERSONAL REFLECTION

By Adria Trowhill

"A PERSON IS ONLY AS BIG AS THE DREAM THEY DARE TO LIVE."

—[Anonymous]

not only for ourselves, but for others as well. What I do know is this. Few make the leap from where they are on their career path to where their personal destiny is calling. What do these stories tell us about what it takes and who these entrepreneurial leaders are being?

What is clearly apparent is they took the initiative, even in the face of high risk and uncertainty. They all stepped into the unknown, moving toward their fears and doing whatever was necessary to get beyond them. Instead of asking for the opinions of others, each found their own answers within, somehow trusting that they intuitively knew who they had to be and what they had to do to make their dreams a reality. Their careers unraveled in the spirit of adventure, as they were inspired to take on new challenges and develop new ways of thinking. There is a spiritual flavour, almost a "calling," to the choices that they made.

Old ways die hard! However, these new entrepreneurs are breaking the mold. They are challenging our assumptions about the meaning of career success in today's world. For their bright lights, we are extremely grateful!

"Let us step into and remember our true identities as creative, multi-dimensional, visionary artists and dreamers whose canvas is the universe itself."

—Paul Levy

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[2] **esteem** Photo: Richard L. Bliss, c/o Morgue File

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