

Do Something!

August 2nd 2006 Issue 31

Are You Having Trouble Finding Your Focus?

This newsletter comes to you from **Kate Harper** of Harper Coaching

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Welcome to this issue of **Do Something!** - the newsletter that is intended to inspire you to change the way you think and to stimulate you into action. It will be sent out every fortnight. If there are any topics you would like to see covered, please e-mail me, as I am always willing to be inspired myself! If you like what you read, please pass it on to your friends and colleagues.

I'd like to welcome those of you who have subscribed since the last issue. I really do appreciate your interest and support. I am pleased to say that I now have people from the **UK, USA, Canada, Japan, Switzerland, Ireland, Albania, Italy, India, South Africa, Pakistan** and **Australia**, who have chosen to join my list. If you are reading this in a country that I haven't mentioned, please let me know. I'd be delighted to hear from you. Thank you to those of you who have passed on **Do Something!** to others who have subsequently signed up for themselves.

Please make sure you put kate@harpercoaching.com on your allowed list, as sometimes the e-mails get bounced back to me!

Many apologies for the lack of colour in the last few newsletters (and possibly this one too). I have the techies at www.totalbusinesscart.com trying to work out why the colour has disappeared (I still put it in each newsletter, but it seems to get lost in the ether, as it were.) I am hopeful that they will get it sorted in the near future!

Still waiting! You may have noticed that there has **STILL** been no launch of my **Do Something!** Coaching package! There are a few more tweaks to be looked at and I am hoping to send you an announcement soon! (I am waiting for someone else's input, and have just given them another reminder, so am hopeful of some progress soon!)

As you can probably tell from the lateness in delivery of this issue of Do Something! I am finding it really hard to focus today! There are so many things to do, and I have been flitting from one to another without really getting down to anything in particular. I have certainly achieved quite a few things and have been able to tick off some items on my to-do list; however the most important item of the day, the writing of this newsletter, has been left and

left, although I have been thinking about how I *should* (that dreadful word!) be doing it all day! I know I *will* get it written and sent out before the end of the day, but this is really unlike me. I like to have things done at the earliest opportunity, not the last minute – so what is going on here?

Part of my problem is that I haven't been following my own advice and getting enough quality sleep each night. Some of that has been down to the recent hot weather (now a distant memory!), some due to the fact that when I have a lot on my mind, not necessarily worries, I tend to wake in the early hours and dwell on it (I think I'll invest in one of those notepads with an attached light to write my thoughts down, so that I can go back to sleep!), but also because I do go to bed far too late. My children are on their summer holidays at the moment, with later bedtimes allowed, and this also means that by the time I get the two younger ones to bed, I have very little time to get anything done. I like the time after they are in bed, but tend to stretch it out too far at the moment. I have read that the optimum time for sleeping is between 10pm and 6am, but somehow my timings have slipped by at least a couple of hours! Time to focus on sorting this out and getting so me great sleep!

So, what do *you* need to focus on? Are you missing opportunities because your attention is too thinly spread? Are the little, easy things getting done, but the tasks that really need to be addressed are getting pushed to the bottom of your list? What is actually behind this? Is it because, like me, you are so tired that you can't really concentrate, or is there some other reason you can't focus? Find the cause and deal with it, and it will make it so much easier for you to move forward, doing the things that not only bring you great satisfaction, but also will not be hanging over you through lack of focus.

Do Something **to move you towards your goals**. Focus on what you need to do next. If you are not clear what the first/next step is, spend your energy on finding the answer. If necessary take another look at what it is you are trying to achieve and start reversing. What are the steps between where you want to be and where you are now?

Do Something today that you've been putting off for a while. What is really going on here? What is behind the avoidance of this particular task? It's time to really focus on the reasons that you have been putting things off. Is it because you are unprepared or feel that you don't have the necessary skills? Or is it because the task is something that you really dislike doing? What makes you dislike it? Or it could be that you are worried that you'll fail in the task, that it is all too much. Think of ways that you can address these feelings and finally get going.

Do Something for yourself. Are you paying attention to yourself and your own needs? I know from experience that if you let this slide then everything else suffers and you won't be able to function properly. What do you need the most? More sleep? More activity? A way of eating and drinking that nurtures your body? Someone to talk to? Some time to relax and unwind? What can you do for yourself today that will make a difference?

Do Something **active every day**. The focus required here is on finding activities that you really enjoy doing that you can incorporate into your daily routine. The more varied and interesting those activities are, the more likely you are to keep at them. If you like the company of others, there are many kinds of team sports, exercise classes or dancing. If you

prefer to be on your own there is swimming, walking, working out in the gym or even dancing to your own choice of music in your own home! You choose – but whatever you prefer make it part of your life.

Do Something **because you want to, not because you *have* to**. Is it your attitude that is holding you back? How do you mentally look at the world around you? Do you feel that you are being *made* to do things, or do you think to yourself “This might not be my most favourite task; however, I am determined to do the best I can at it.” Instead of dwelling on the negative aspects of what you need to do; you can shift your focus by making it a personal challenge. “I will get this done as quickly and efficiently as I possibly can, so that I can move on to doing something I enjoy more.”

Do Something **new every day**. Are you open to new experiences, new opportunities or are you focusing too much on what has gone before or what *might* happen? Are you ready to open yourself up to whatever life has to offer?

Do Something **creative every week**. Usually I suggest various forms of creativity. This time I am going to focus on writing. When you write things down, even if they appear random ideas at first glance, you start to release many of the thoughts that are packed into your head. Very few of us, if any, can write one thing and be thinking about another at the same time. So get yourself into a quiet corner with paper and pen and start emptying your head. You may be surprised at what you read!

Do Something **for nothing**. Again a detour from my usual ideas of contribution. Here is a tip for nothing. If you feel that you’ve lost focus, find yourself somewhere to sit and be still. Concentrate on your breath and how it feels entering and leaving your body. Allow your mind to become quiet. Gradually, allow the thoughts back in. If they are not relevant to the thing you need to focus on, discard them and concentrate once more on your breathing. Some ideas will creep in. Examine them. Are they of any use or not? If they are, develop them some more. If not, return to your breathing. After a while you’ll be able to refocus your attention where it needs to be. Finding the focus can sometimes be a simple thing if only we actually bother to look for it!

Do enjoy this quote.

"Concentrate all your thoughts upon the work at hand. The sun's rays do not burn until brought to a focus."

Alexander Graham

Do Sign Up for my e-Course ~ “Discovery ~ a 6 module journey to a better you” on www.harpercoaching.com under [e-Courses](#) on the main menu.

Here is a little bit about it:

Discovery is a comprehensive 6 module e-Course for you to work on at your own speed and in your own time, which will appear in your in-box each week. Within each module there are exercises and actions for you to take, covering such subjects as " **Where are You Now?**", "**Choosing Your Ideal Life**", "**Taking Care of Your Body**", "**Happiness**", "**Motivation**", "**De-Cluttering**", "**Improving Your Self-Esteem**", "**Making Time for Me**", "**Understanding and Practising Assertiveness**", "**Dealing with Stress**", "**Managing Your Anger**" and more. ..

Here's what one of the first purchasers of the **Discovery** e-Course have said - "**Your Discovery course is outstanding. Thanks.**"

Your investment for this e-Course is UK£29.99 (Approximately USD 52.00/EUR 44.00).

If you would like to know more, please contact me.

Do try this for nothing!

Alongside "**Discovery**" and to give you a little taster, to see if you like my style, I am also offering a **complimentary** 7-day mini e-course on **Procrastination**. To sign up for this, please click [HERE](#) or go to www.harpercoaching.com

"Well, now I'm embarrassed, Kate. Have you been looking into my office! I have some lovely bookshelves that are still waiting to be put together, so all of my office stuff is scattered on the floor and around me in piles. I've been using the excuse that "we've only just moved to Spain" - but I just realised - we moved 7 MONTHS ago! I have resolved to make up the book cases this weekend and give myself a huge glass of lovely Jumilla wine as a reward! Thanks for helping me" ~ Debbie Jenkins ~ www.lamurta.com

I do hope this issue of **Do Something!** has given you some food for thought. If you need some help in re-focussing, please contact me at kate@harpercoaching.com. I am happy to discuss how working with me can help you to take the first and subsequent steps towards achieving your goals, and if you aren't sure what you're actually aiming at, then I can help you with that too!

Have a good fortnight and even if it's only a little thing, **Do Something!**

Warm wishes,

Kate

Passionate about helping you achieve your goals

Based in the beautiful Highlands of Scotland, Kate Harper is a Motivational Life Coach who specializes in helping people gain the motivation and impetus needed for success. She is quite

happy to provide an appropriate push where required! Many of her clients work on their self-confidence and self-esteem, as well as identifying what actually motivates them to do what they need to, to take the actions required to ensure they reach their goals.

Kate also has an interest in Career Coaching, not only in assisting her clients in their search for a new job or maybe even a completely different career, but where moving is not an option, exploring opportunities to make the job they have a satisfying one. Sometimes, this takes simply a change of attitude!

Kate will work with you to achieve your vision and is happy to work with people from any part of the world. Please contact Kate at kate@harpercoaching.com or see her at www.harpercoaching.com .

'The distance is nothing; it is only the first step that is difficult.'

Madame Marie du Deffand

Take your first step today and contact Kate

If you have been wondering how I get my newsletter out to you (even when I've been away), I must tell you that I have been using www.totalbusinesscart.com (this is an affiliate link) You can automate your email marketing, Website sales, digital delivery, ad tracking, credit card processing, recurring billing, affiliate program, or any eCommerce activity you face from now on. It certainly has been a great facility for me and I shall be making even more use of it when I launch my e-course in the next few weeks.

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