

3 powerful coaching questions

What is the decision I have been avoiding?

Where am I selling out on myself?

When I am 95 years old, what will I say about my life?

NotaBene launches a LinkedIn group.

Knowledge is power. But what is it worth, if you cannot communicate your knowledge. Come and share how you communicate in a more powerful way by joining NotaBenes LinkedIn group.

We are excited to invite all of those interested or have participated in the Structured Thinking and Delivery workshop. This is a forum to share best practice, tips and tools gained from the course. How do you structure your communication to be more persuasive and engaging? This group focuses on how to communicate your knowledge, so that you can take advantage of it.

As a member of NotaBenes LinkedIn group, you have direct link to the NotaBene team. You can propose questions when building up your Single Minded Message. It will also keep you updated on the latest news when communicating complex information, in a simple and succinct way.

If you are not already invited please write us an email to info@nota-bene.com



Be a winner – benefit from a Business Coach - now rather than later!

You have probably heard of the term 'business coaching' and thought – things are going well - I don't need that right now! However it is when things are going well, that the benefits from coaching can really make a difference. Successful coaching yields other benefits and improvements, such as an attitude of gratitude, increased ability to influence, greater flexibility in your thinking and behavior. The ability to question underlying assumptions, enhanced capacity to learn continuously and be more receptive to feedback.

Setting a goal is not the main component in it self. It is also deciding how to go about achieving it and sticking to the plan. For example when you are transitioning into a new career stage, being promoted to a management position that require new skills. You have to be motivated, willing to change and be open to yourself.

There is a close link between business coaching and sports coaching. The sports coach pushes an athlete to achieve optimum performance through positive support, feedback and offering advice. When the athlete is exhausted, the coach's advice can teach the athlete to execute at a critical time, which the competition does not anticipate. In the same way you can improve effectiveness by attaining certain work behavior that will improve leadership, teamwork, internal and external communication, strategic planning etc.

Business coaching differs from mentoring, by the fact that it is more performance orientated. Mentoring is typically a relationship built on sharing and developing your career path through close dialogue with a senior colleague. A business coach poses questions, which can make you more insightful and break barriers and motivate you in a positive way. The business coach does not need to have experience in the same field of work as the individual or group being coached. The importance is for the coach to understand the dynamics and daily challenges the company experiences and help the employees to utilize their own life or professional experience to create positive team attitude and participation . Business coaches often specialize in different fields such as executive coaching, corporate coaching and leadership coaching.

Too many professional business coaches are called in when you are worn out and find it difficult overcoming hurdles. It is crucial for your performance to be prepared for change even when things are going well. A business coach can assist you to overcome hurdles by helping you unleash your full potential and releasing yourself from the saboteur within you. So make sure you benefit from business coaching now rather than later and be a winner.



Business Tips

When writing an executive brief, remember your Single Minded Message. Be clear and to the point – it has to be a sale.

Ask the Editor

Do you have a question you would like us to answer or a topic you would like us to discuss, please send an email to newsletter@nota-bene.com

10 ways to manage your time better

Set personal goals, in order to have a vision and destination to work towards.

Keep a To-do-list, which will make you prioritize your tasks.

Prioritize by having a clear idea of what is urgent and what is important.

Minimize distractions by for example turning off the IM function.

Beat procrastination by breaking large projects into a step-by-step action plan.

Avoid thriving on being busy and learn to manage your time better. Busy does not mean effective.

Do not take on too much, by insisting on being in control of everything.

Focus on one thing at a time and avoid multitasking.

Take a break, or down time, which will enable you to think creatively and work effectively

Make effective scheduling tasks, by doing the most demanding work when you are most productive and energetic.

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