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Coach Kevin's Newsletter January 2008

To read the full version of the January newsletter, [click here](#) or go to the link below:
http://www.coachkevin.com/f/CK_Newsletter_Jan_08W.pdf

Welcome to the New Year!

Over time I've noticed that we are often so busy moving toward "what's next" that we forget how much we've accomplished along the way. While it's smart to keep our eyes on the goals, taking time to reflect on recent achievements can give us some valuable perspective – plus a surge of momentum.

3 Key Things to Do This Month:

1. If you didn't take time in December to celebrate all the great things you accomplished in 2007, make time for yourself, and ideally with your team as well, to reflect on and celebrate the past year. Express your gratitude for the people and events that really made a difference, and acknowledge yourself for the progress you've made – both personally and professionally.
2. Look at your plans for the first quarter of this year and ensure that you are on track to complete/achieve 100% of what you committed to do. If you are not on track, create a plan to get up to speed.
3. Review your plan for next quarter from the perspective of the people on your team and make sure it is clear how they can contribute.

As you take another look at your plans for this year, remember that people often set good goals, yet still fail to address their underlying problems and opportunities. Make sure your plans address both the brutal facts and your aspirations.

If you're not sure you're dealing with these underlying issues and opportunities, the best thing to do is check with your employees. Ask them: If this was your business, what would you do with it? What seems to be going well? What's the single most important problem to solve? What is the single biggest obstacle and/or opportunity we're not addressing? These things always seem obvious to everyone else.

Remember, this process is just as (or more) important as everything else on your schedule, so make time to make it happen.

Contents of Kevin's January 2008 Newsletter

I hope you enjoy my **January 2008 Newsletter** where you can read about:

- Maximizing The Rockefeller Habits

- The Rockefeller Habits Executive Workshop coming to Vancouver, BC
- Visiting the Home of John D. Rockefeller, in Cleveland, Ohio
- Recommended resources:
 - Easily send big attachments: www.YouSendIt.com
 - 3 Computer Screens: An excellent strategy to increase productivity
 - Blink: The Power of Thinking Without Thinking by Malcolm Gladwell
- A Night of Giving Back: A very successful charity event on Vancouver's Downtown Eastside
- What I'm Grateful for...
- Why I Love Dubai
- Coach's Challenge

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In support of your success,



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Submissions & Questions:

We welcome your submissions, questions and success stories.
Please forward them to Janice@CoachKevin.com.

MAXIMIZING THE ROCKEFELLER HABITS

The Rockefeller Habits are the best methodology I've ever seen to get fast results in business. To maximize their effectiveness, here are three key things to keep in mind:

1. Keep Your Daily Huddles Powerful – Ensure they happen daily and create lots of value for everyone who attends. Make sure you:

- Have an agenda – and stick to it!
- Stand up
- Start and end on time
- Have no discussions – take issues offline
- Generate an energetic lift
- Connect the team
- Keep it fast paced
- Have fun
- Circle 5 times around, giving each participant a brief moment to contribute to the topic at hand
- Have each person commit to the single most important thing they will deliver this week
- Are prepared with short answers – use the prep form I shared with you
- Present new and specific information
- Ensure people contribute appropriately, and have a discussion if they do not

2. Deliver on Your Quarterly Goals & Proprieties: To ensure you stay focused on the factors that will ensure the long-term success of the business, be sure to review your progress on the individual priorities in EVERY weekly meeting. Staying focused on these will ensure continual progress.

The following chart is the perfect tool to update weekly to ensure focus/progress.

Weekly Progress Report				JAN 1-7													
Quarterly Rock	Who	Measure	Legend	1	2	3	4	5	6	7	8	9	10	11	12	13	
1 Deliver 14 new product ideas with business cases	James	14	Too Late	0	0	0	1	2	2	3	4	6	8	11	14		
2 Priority 2			Escalated														
3 Priority 3			Off-track But Handled														
4 Priority 4			On-Track														
5 Priority 4			Completed														

3. WWW = Results: Remember, a meeting without a completed Who What When (WWW) Action List was really just a chat. Only a firm commitment to action generates results.

If you have any specific questions or feel stuck, please feel free to e-mail me at Kevin@CoachKevin.com.

ROCKEFELLER HABITS EXECUTIVE WORKSHOP COMING TO VANCOUVER

We are planning a two-day Rockefeller Habits session in Vancouver in the fall, and I highly recommend it to anyone who:

1. Has been using the Rockefeller Habits and wants to apply them with more skill, or
2. Has heard of the concepts and are looking for tools to improve both planning and execution in business.

To review the agenda, [click here](#). (Please note that the Vancouver event will not be posted on the webpage until the dates are confirmed, but it will likely be held in September or October.) If you would like more information or to register, please call Janice at 604-313-2229.

VISITING THE HOME OF JOHN D. ROCKEFELLER



This month I was working with a client in Cleveland, Ohio, and when our work was done, he graciously offered to give me a tour of the city. Since Cleveland was the home of John Rockefeller, we visited many Rockefeller landmarks along the way: where his country home used to be at Forest Hill; the spectacular Rockefeller Park in downtown Cleveland; projects he initiated or supported as a philanthropist; buildings with his name on them; even his tombstone. One sign noted that Rockefeller was an industrialist, philanthropist, and the first billionaire. During his lifetime he gave more than half a billion dollars to charity, and the Rockefeller Foundation continues to donate millions every year. The man was – and continues to be – a true inspiration.

RESOURCES

AN EASIER WAY TO SEND LARGE FILES



Sending big files (over 1 MB) via e-mail can be a frustrating and time consuming challenge, but now there's a free service that makes it incredibly easy to get your data from Point A to Point B: www.YouSendIt.com. There's no need to sign up for anything or download software – just go to the site, enter the sender's and recipient's e-mail addresses, upload the file, and you're done! The site sends an e-mail message to the recipient with a link they can click on to download the file; the sender gets a confirmation message as well. The file is stored for seven days. If you choose to register for more advanced service, you can also arrange for password-protected delivery, return receipts and more.

EXCELLENT STRATEGY TO INCREASE PRODUCTIVITY

One of my best productivity strategies is one that I picked up from reading an interview with Bill Gates, where he discussed the benefits of working with two or three computer monitors on your desk. I've been using this technique for several months now, and I would never go back to using a single screen. I use one screen for my calendar and database, a second screen for Outlook, and the third as my primary work zone: Word, PowerPoint, Excel, and Internet access.

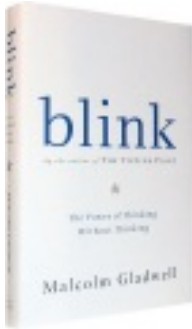


(Image courtesy of Danny Sullivan, www.daggle.com)

It's very easy to set this up on a desktop; it just takes another video card and monitor. I also did a bit of research to find out how to set this up on a laptop. The second screen can just be plugged into the "video out" port (often used for a projector). For a third screen on a laptop, you need to purchase the [Village Tronic VT Book Card](#), which fits into the PC slot of the laptop. This third screen is 99% functional; sometimes you have to manually refresh the screen, but not often.

I highly recommend this set up for a faster, more seamless working experience. Every time I recommend this, people think I'm crazy... but then they try it and come back to me saying, "I don't know how I ever worked on one screen!" When you only have to shift your eyes for the info you need, instead of interrupting your thought process to click buttons, the results are felt immediately. Try it, and let me know how it feels to you.

**RECOMMENDED READING: [BLINK: THE POWER OF THINKING WITHOUT THINKING](#)
BY MALCOLM GLADWELL**



Blink is a fascinating look into the intricacies of effective decision making. Malcolm Gladwell, best-selling author of *The Tipping Point*, makes a well-researched case for the power of the mind to use “thin slices” of information to make accurate decisions. Using examples from military maneuvers, hospital triage, a marriage, speed dating, automobile sales and more, Gladwell reveals that the first two seconds usually provide all the information we need to make a good decision. The book also includes a chapter on where this inherent decision-making mechanism can fall off track and malfunction – for example, “high-arousal” moments and manipulative marketing.

After studying how people make instant decisions in a wide range of fields from psychology to police work, Gladwell asserts that we can make better instant judgments by training our mind and senses to focus on the most relevant facts – and ignore the complicating details that so often lead to analysis paralysis. The underlying message is that more often than not, less is more when it comes to effective decision making.

A NIGHT OF GIVING BACK: CHARITY EVENT ON THE DOWNTOWN EASTSIDE



For the third year in a row, my longtime friend Richard Deacon and I coordinated “A Night of Giving Back,” a charity event to benefit less fortunate people on the Downtown Eastside of Vancouver.

We had planned for months, sourcing and shopping for supplies, and even gathering neighborhood kids to hand-write holiday cards for the recipients. The night before the event, my parents, kids, sister and friends joined us in the basement to assemble the kits – we had so much fun.

The next evening, with the help of over 60 other people (all decked out in Santa hats), we walked through the roughest neighborhoods, handing out over 500 packages of socks, gloves, snacks and more. I was sure we had over-prepared, and that we would have extra care packs at the end of the night to distribute another day... boy, was I mistaken. We ran out of packages in under 35 minutes! Once the word started to spread that people in Santa hats had come bearing gifts, people literally came running.

We were so touched by the intense gratitude that came back to us – people thanked us over and over. While others were locking their car doors as they drove through the area, we were face to face with the homeless, looking into their eyes and seeing people just like us – except these people had fallen on hard times. What an incredibly rewarding experience for us all.

This experience brought about two major realizations for me, as well as many others that night:

1. People have a fundamental need to help other people – not just by writing a check to a charity, but face to face. It's so much more meaningful to give a less fortunate person something they really need... than to shop all day for family and friends who have everything. This experience really put us all in touch with the true spirit of Christmas. (Even the people behind us in line as we bought 500 pairs of socks felt the urge to contribute.)
2. There is a massive need for support like this – compassionate, unconditional, need-based giving to people in very difficult situations. A number of us walked away saying, "Wow – we see how much this helps, and we need to do a lot more next year." Instead of the 500 packages we distributed this year, we're planning to do thousands next year.

It may sound odd, but giving a hug and a heartfelt "Merry Christmas" to someone who's going through a rougher time than most of us will ever know... well, that was the highlight of my holiday season.

ON A PERSONAL NOTE

Just as I encouraged my clients to celebrate their past year, I took some time to reflect on 2007 as well, and I'd like to share with you the things I am most grateful for in the past year. My list includes:

1. Being a parent to two amazing kids. They bring so much fun to my life, and a continual sense of amazement. Whether I'm rolling around on the floor with them, tossing them in the air, or tickling them until they just can't laugh anymore, they're always reminding me of what's really important in life.
2. My wonderful wife, who makes our family run like a Swiss watch and is constantly supportive of me and all the crazy things I like to do.
3. The stellar clients I work with, people who not only challenge me to be my best as a coach, but also teach me valuable things about business and life in the process. And because they keep sending me new clients, they keep my practice more than full.
4. My work in Dubai, which is an incredible opportunity to work in a new and exceptionally challenging environment. And for HJ, for making this experience possible.

5. My assistant, Janice Watkins, who keeps my business world organized and on track so I can do what I do best.
6. My coach, Greg, who keeps me focused and sane, always working toward what I really want for me and the people around me.
7. A loving family – my parents, in-laws, my sister and family, my wife’s sister and her family – for always being there to help out, regardless of what we need help with.
8. Verne Harnish, author of *The Rockefeller Habits* and founder of the Gazelles organization, for developing the simplest, most effective systems I’ve seen to get fast results in business.
9. My capacity to live life on the edge, whether I’m racing cars, doing business or designing my life.
10. My adrenaline-junkie friends who are always there with great ideas for new experiences and adventures. Thanks for helping me keep my spark alive.
11. All the great days I’ve had recently at the racetrack, as well as the people who make those experiences possible: the people at the [Performance Drivers Club](#) and [Performance Racing](#). They make it so easy for us to get out in our cars and have a great time on the race track.
12. And last but certainly not least, I’m thankful for my health and that of those close to me.

WHY I LOVE DUBAI

I really come alive in environments that attract driven, high-performance people who live to make things happen, and that’s exactly what I find in Dubai. It reminds me of the intense energy of the North American high-tech industry, but in Dubai, every industry is that aggressive. They’re intense people with big plans and a drive to deliver – people just like me – and it seems the bigger the challenge, the more excited they get. Crazy dreamers are the norm there, but the companies I work with are also committed to doing things right, with the utmost integrity and quality, all across the board.

It’s interesting to note that Dubai is currently building the world’s biggest seaport, the world’s biggest airport, and the world’s tallest building. Only high-level performers, true type-A people, have the capacity to think that big *and* make it happen. We all know it pays to think big, but Dubai is proof that it works at an extremely high level.

If you know anyone who is moving to Dubai, or if this resonates with you, let me know. They are always looking for high-quality people.

COACH'S CHALLENGE

Many leaders tend to keep plans to themselves, for many reasons, but when the entire team is working together toward the same goals, results come quicker and morale improves. This month, I encourage you to share your goals and plans with the rest of the company – and share them in a way that the team can engage and help out.

And for the leaders: What do you need to do to make yourself a better leader? What should you do more of? Less of? What would help you get back or stay on your edge? Write these answers down, but keep them simple so you'll stick with it.

Then share your plans with me or someone else that will hold you accountable.

To your success,



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P.S. How can I help *you*? For more information on business or executive coaching, speaking engagements or strategic planning facilitation, contact Janice at 604-313-2229 or send an e-mail to Inquire@CoachKevin.com.

Learn more about how coaching can help you or your clients:

<http://www.CoachKevin.com/businesscoaching.html>

Whether you're facing a major obstacle, dealing with tough decisions, looking to capitalize on a massive opportunity, or wanting to slow down and have more fun enjoying what you've created, we can help. My strategies, style and savvy approach have helped my clients increase revenue, profitability and productivity; build higher caliber teams; attract ideal (and eliminate headache) clients; and, reduce stress levels and hours worked so they are freed up to live their personal version of outrageous quality of life. GET WHAT YOU REALLY WANT. **NOW.**

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