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## I. Huddle Up -- Time to Jump Off the Hamster Wheel

I hate to waste time. I also dislike it when others waste my time, or I see them wasting their own time. And I really hate it when I waste someone else's time! I did that the other day-but it taught me something.



I had totally forgotten that I had scheduled a walk with a friend. I was horrified that I had wasted her time. Her response was gracious, though, and also one I could totally relate to: "I actually got a ton of stuff done, so I considered it a gift of stress relief of a different sort."

It hit me: I think we all secretly love it when that an appointment gets cancelled, because it gives us a window of time to accomplish some important, non-urgent but nagging tasks. Do you know what I mean?

It's the same reason I can get so much done on an airplane. Perhaps you value having to fly because you collect all those frequent flyer miles. Me? I like the fact that I am stuck in my seat, strapped in by a seatbelt, with a period of undistracted time and able to get a ton of work done. Why can't I achieve the same result when I am at the office?

### GIVING IN TO 'KEEPING UP'

Now, before you super-disciplined people send me your quadrants and Outlook calendar blocking tools-I know that stuff, and, in fact, teach it often to folks just like you <grin>-let me be clear that I am talking to the rest of us.

There is something in the entrepreneurial brain that requires this zone, this space to be super creative-and routine is the enemy of it. Time plays either foe or friend to the creativity necessary to solve problems and ignite passion. Sometimes the weight of the deadline forces creativity to burst forth in squeezed-out brilliance. Other times, we are so burdened and tired from running on fumes and carrying the weight of the world on our shoulders there is no creativity to be found anywhere, especially when we need it.

If we have burned ourselves out from too much on the plate, we are paying the personal price for not using our time wisely. Can you identify with the downward spiral from running on adrenaline to high-functioning depression to pounding out more work to crashing on the weekend back to adrenaline on Monday? Once we're spinning on that spiral, we lose the creative ability to get out of the cycle. So we just keep running with the promise "as soon as..." it will be back to normal.

Unfortunately, hamster-wheel living becomes normal and we silently give into *just "keeping up."*

## STOPPING THE MADNESS

So I have decided the answer is to *stop!*

Stop the madness and find the moments. Better yet, let the moments find you. In the cancelled appointment, the hum of the jet engine, or the white noise of the coffee shop. The better you know yourself, the better you will learn what works for you. It is key to know what motivates you and what your behavior style is, to maximize your time and bring forth your creativity.

For example, when my assistant has a project that may require me to give input here and there, I take my laptop into her office and I work on all the things I hate to do while giving her answers as she needs them real time. Secretly, it is like executive babysitting. I accomplish so much in that three-hour period of those "have-to projects."

I need this sort of thing, given my personality and strengths. When I have a chunk of time alone I am so creative and my mind spins in all the visionary things we could do here at TLC. I love the generating-ideas phase, and thus it is hard to be disciplined and focused on a follow-through project.

It is always your strength that gets in the way of both time management and allowing the creative juices to flow.

## DOING LESS, ACHIEVING MORE

What can we do to stop *the overwhelm*? Well, I take a vacation. Seriously, at least once a year I take a vacation that is totally unplugged. No laptop, no e-mail. Okay, I do take my cell phone, but it's for personal emergencies only!

The average business owner needs three days just to relax and let the adrenaline leave the system. I know it's hard! I know! Yet, hundreds of my clients have done it, and they report that a month after they return they are still four times more productive than when they left. It may feel counter-intuitive to be away from work and not even check your e-mail, but you need to trust yourself, trust your staff, trust the process of letting your mind rest so you can come back with all the creativity you need to solve your problems and take your life to the next level!

If you can't take a week-long vacation, then take the full weekend and be completely intentional about it. Start at 5 p.m. Friday, and do not engage until Monday morning.

Don't even think of the hamster wheel. You will be surprised at what will happen. Creativity will naturally creep back into your operating system and you'll find yourself achieving more by doing less. Intentionality is the key to allowing the space for creativity to flow and thrive. As you allow yourself pockets of unscheduled time, you'll find the beauty of your own creativity captive you and take you higher. *Ahhhh...*Create it now!

*If not now, when?*

*Shandel*

## II. Pep Talk -- Monthly Quotes

"Nothing is so fatiguing as the hanging on of an uncompleted task." - William James

"A pessimist is someone who complains about the noise when opportunity knocks." - Michael Levine

"If you're willing to make a harder choice, you can redesign your life." - Lance Armstrong

"Making the simple complicated is commonplace; Making the complicated simple, awesomely simple, that's creativity." - Charles Mingus

"Let no man imagine that he has no influence." - Henry George

"Until one is committed, there is hesitancy, the chance to draw back, always ineffectiveness. Concerning all acts of initiative and creation, there is one elementary truth the ignorance of which kills countless ideas and splendid plans: that the moment one definitely commits oneself, then providence moves too. All sorts of things occur to help one that would never otherwise have occurred. A whole stream of events issues from the decision, raising in one's favor all manner of unforeseen incidents, meetings and material assistance which no man could have dreamed would have come his way. Whatever you can do or dream you can, begin it. Boldness has genius, power and magic in it. Begin it now." - Johann Wolfgang Von Goethe

### **III. MVP Award -- Successful Teams Leading with Intention - Coldstream Capital Management, Inc.**



*For six years in a row, Bloomberg Wealth Manager has named Coldstream Capital Management one of its Top Wealth Management Firms. The Portland Business Journal ranked Coldstream 17th among its Top 25 Money Managers. The Puget Sound Business Journal included Coldstream in its list of 100 Fastest-Growing Private Companies, and the Portland Business Alliance honored Coldstream with its Top 10 Growth Award in 2006.*

*Perhaps most revealing was this accolade: Washington CEO magazine ranked Coldstream among its Best Places to Work (for small companies with employees 2 to 99).*

*With all that said, though...To me Coldstream is family, and I am proud to highlight this incredible team of players. Next month I will be excited to introduce you to Roger Reynolds, Coldstream's catalyst of change, and the leader of the pack. But leaders are great because of their teams-and that is why I wanted first to talk about Coldstream's team, with which Catherine Williams is in day to day contact.*

*Catherine is Coldstream's Director of Private Client Services & Operations, the backbone of what makes Coldstream function. She is a delight to work with as she has a balanced passion to lead her team and Coldstream clients to the next level. I'll let her tell you their story-it's one to be proud of!*

#### **Here's Catherine:**

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Coldstream has always believed that success, no matter how it is defined, can be achieved with the right team of people. But, like many growing companies, Coldstream has not always known how to execute on this belief. Simply hiring skilled employees is not enough; employees have to fit with the culture of the firm and share the vision of success.

As our 2003 annual company retreat approached, we were at an important juncture in our company's growth. Firm leaders felt that a focus on team building was as important as setting annual goals and reviewing company financials. With Shandel's guidance, Coldstream launched what would become the new and improved mindset of the organization. She coached us through exercises that helped us understand each individual's communication style and personal motivation which set the stage for building trust and accountability among the team. Much was realized about how it's not about role or position in the firm; it's about how each individual's make-up impacts the culture and success of Coldstream. Shandel taught us that if you understand what can create conflict, and then create a platform to resolve the conflict, you have a great recipe for

success. While we came away from the annual retreat feeling that, in general, we had the right people on the bus, and in the right seat, we also identified some potential weak links.

It has been said that the longest, and often most costly, period in business lies between the time you identify the wrong fit in an employee and you do something about it. Coldstream now had the tools to identify a challenge and the best way to address it. Our success as a company depended on it. Now we had a team of people counting on the leaders of the firm to take action when needed. We could better recognize when to coach through a situation or identify it as a larger systemic issue.

Over the past few years, the ideas introduced in the 2003 retreat have been challenged. It can be difficult to take time from the business of generating revenue to expend energy on developing individuals and teams. But we now know that the business and the well-being of the team are interdependent. We tell every person interested in working at Coldstream about our culture, about how it is not going to change, and that the most successful employees are those who are as willing to invest in their co-workers as in themselves.

As Coldstream has developed so too has our use of True Life Coaching. We are now working with Shandel to set key accountabilities for strategic positions of the firm. Through Shandel, and our own trials and errors, we know we need to establish clear guidelines for employees to know if they are being successful and, if not, how to go about achieving the goal at hand. What started out as an annual corporate retreat activity is now utilized in all facets of team development, hiring and employee management. We have the right team of people and, as a result, are reaping the benefits!

*- Catherine Williams*

## **IV. Game Schedule -- Fall classes start soon.**

### **THE TRUE LIFE SERIES**

"When you recognize your strengths and can love who you are and you have your vision in front of you, you can begin to live with intention, using your gifts/abilities/strengths and focusing on the vision. You recognize that some things you are doing are already lined up with your vision, and you receive renewed enthusiasm and energy, affirmation when you realize this." - Life 101 student

**LIFE 101 - The Core Of The Race.** Whether or not you have experienced one of my DISC/MOTIVATORS seminars you will want to take LIFE 101. This 6 session course is designed to take your understanding of YOU to the next level. You will leave the class with a foundation to begin the journey of who are you, how you tick, and why you are here on earth. It is my purpose to help others find their purpose and the principles we teach in LIFE 101 is where I start with my personal clients so jump into this class and let's get going. This is the prequel to LIFE 301 so if you are an alumni - catch the genesis!

**LIFE 301** - Do you have a charged life battery? The Life 301 workshop is for those who have successfully taken on the basics in life and now seek the next level in which to excel. If you've attained a measure of success, yet find yourself at a personal or professional plateau, Life 301 is for you. If you find that practically every minute of your life is filled, yet you lack fulfillment, this workshop is just in time for you. Discovering and working from your personal values you'll maximize your potential to succeed in all aspects of your life. Are you ready, willing, and able to do what is necessary to experience such a life?

**LIFE 401 - Alumni Only!** Take your 301 learning to new heights by learning about the attraction principle, be challenged to simplify everything, define your vision, mission, purpose, values, and learn that the present is well and what that means for your future. See Alumni News for Details or email Shandel today!

**For Your Company: Building The Extraordinary Team Workshop** - Are you being the best leader you can be when it comes to your people? Is your team as efficient and functional as you desire? Are you

certain your team has clear communication & priorities? Are you maximizing each person's time, talent, and energy? [Brief overview here](#). Contact Shandel for more information to bring this workshop to your team.

## **V. On 3 - Ready...1,2,3 - BREAK**

Thank you for taking the time to read this month's edition of The Coach's Time Out. I truly appreciate you forwarding this newsletter to those whom may find it beneficial. If you desire to subscribe, please visit the front page of our website or send an email to [ss@truelifecoaching.com](mailto:ss@truelifecoaching.com) with the word SUBSCRIBE. If you would be so kind to forward this to a friend - see below for an easy click to help you pass it on.

Life's a blast - go for the 2 EXTRA points!

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