



**Association
Executives Institute**

**February 17-21, 2007
San Diego, California**

Eat a Frog for Breakfast: Methods to Balance Home and Work

Presented by:
Gail Alofsin
President
Authentic Measurable Performance
Newport, RI

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EAT A FROG FOR BREAKFAST!

8 Proven Methods to Enhance Balance at Home and at Work
Association Executives Institute
February 20, 2007
8:00 a.m. – 9:30 a.m.

Gail Lowney Alofsin
President and Founder
AMP (Authentic Measurable Performance)
Newport, Rhode Island 02840
(401) 640-4418
gailalofsin@cox.net/gailalofsin@aol.com

This morning's focus:

Envision your professional and personal goals ~ Outline your plan ~ Build momentum ~ Improve Balance

8) Eat a Frog for Breakfast!

- The daily TO DO list. Do the tough tasks first. Break projects into smaller tasks.
- Consolidate the smaller tasks. Work at a high energy time
- Learn/Be productive EVERYWHERE!
- Get organized!

7) Goal Setting – a Vital Skill!

- Setting goals develops direction
- Helps to focus our energy

Goals with Spirit!

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Goals – what have you always wanted to do- personally and/or professionally and were afraid to attempt?

1)
2)
3)

Personal/Professional goals:

List a few benefits that you would enjoy as the result of attaining these major goals:

- 1)
- 2)

About these goals:

- What knowledge do you need? What is the current status?
- Who can help you? When will you accomplish this goal?

6) The Little Train That Could

I THINK I CAN...I THINK I CAN. *LEARNING TO SAY "NO" ...nicely*

5) The Frito Bandito!

Schedule time for YOU!

- Make appointments with yourself
- Block activities with your family as if it were a meeting- do not cancel!
- Date your "spouse"!

4) Gotta minute?

- Procrastination/Distraction
- Lengthy phone calls
- Hallway conversation (Chatty C&C)
- Unexpected visitors
- Personal Time Saver: The Key Theory!

3) Delegate with Encouragement - Do not feed other peoples monkeys!

2) A Bad Mood is a Notorious Waste of Time

Snap out of it!

- ✓ Use affirmation therapy – tapes, feel good movies, cheerful friends/acquaintances
- ✓ Take a walk/Go to the gym/Sunshine
- ✓ Laugh – alone or with a friend
- ✓ Volunteer
- ✓ Do something you are good at
- ✓ Call someone who thinks you are remarkable
- ✓ Make a list of all your talents when you are in a great mood and refer to it at a "bad moment"

1) BE Where You ARE.