



Tero® International, Inc.

Your Elite Training Team

Monthly eZine - January 2008

Events and Workshops

2008 Public Workshops

February 19 - 20

[IMPACT: How To Speak Your Way To Success](#)

[Register now](#)

February 21

[Image and Influence](#)

[Register now](#)

February 28

[Outclass Your Competition](#)

[Register now](#)

March 18 - 19

[IMPACT: How To Speak Your Way To Success](#)

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April 22

[Image and Influence](#)

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April 23 - 24

[IMPACT: How To Speak Your Way To Success](#)

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May 20 - 21

[IMPACT: How To Speak Your Way To Success](#)

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May 22

[Image and Influence](#)

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June 17 - 18

[IMPACT: How To Speak Your Way To Success](#)

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If the security and firewall settings on your computer are making it difficult to view this eZine:

1. [Click here to view Tero's January 2008 eZine.](#)
2. [Click here for links to pdf's of the January 2008 eZine and previous eZines.](#)

Welcome to the Tero International Monthly eZine

Brrrr! It's January, and spending time outdoors (in the Northern hemisphere) is significantly less pleasant than in the other months. With so much time indoors, what better time is there to get organized? Whether you're organizing your office or home, this eZine is focused on assisting you with arranging your lifestyle to suit the year ahead.

Glide to the Q&A for real questions posed by graduates and answers by the Tero experts. Next, you can slide into the article for a dose of what it takes to be organized, and a glimpse into the lesser known societies for organization - and disorganization. The sidebar is a window looking into the world of organization tools and resources. And as you're searching for your cozy clothes, the professional development activity will come in handy with some advice and tips for organizing your closet.

When you get to What's New at Tero, be sure to read about how you can support Miss Iowa, Diana Reed, this weekend at the Miss America Pageant. Tero is pleased to be a

June 19 - 20

[Beyond Compromise: A Better Way To
Negotiate](#)
[Register now](#)

sponsor for the Miss Iowa organization.

It's time to turn up the heat, warm your coffee, and snuggle in for this month's eZine.

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Public Workshops

[Outclass Your Competition](#)

A 5-hour Business Etiquette and Dining Tutorial workshop.
February 28, 2008 (Des Moines)

[Image and Influence: Polishing Your Professional Look](#)

A 1/2-day workshop on polishing the message your appearance sends and discovering the best way to present yourself.
February 21, 2008 (Des Moines)
April 22, 2008 (Omaha), May 22, 2008 (Omaha)

[IMPACT - How To Speak Your Way To Success](#)

A 2-day workshop on speaking confidently and persuasively.
February 19-20, 2008 (Des Moines)
March 18-19, 2008 (Des Moines), April 23-24, 2008 (Des Moines)
May 20-21, 2008 (Des Moines), June 17-18, 2008 (Des Moines)

[Time Management Through Goal Setting](#)

A 2-day workshop on setting goals, balancing priorities, managing time and building stress strength.
July 24-25, 2008 (Des Moines)

[Beyond Compromise: A Better Way To Negotiate](#)

A 2-day workshop on negotiating win/win solutions and handling conflict.
June 19-20, 2008 (Des Moines)

[Click here to register for a public workshop](#)

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Ask Tero

This section contains questions asked of the training professionals at Tero. Do you have a question for Tero? Let us know! If there is a topic or question you would like to see addressed in a future eZine, please make suggestions so we can give you the resources you need. Thank you for the continued responses we receive each month.

Question: How do I overcome my tendency to procrastinate? It seems that others make progress toward their goals while I find myself being lazy.

Tero says: While it is often thought that the laid-back, flexible, unscheduled, sociable types are the only ones who procrastinate, there are ways and times in which all individuals can (and usually do) procrastinate.

There are four general procrastination patterns.

1. People who procrastinate on fun, leisure and relaxation activities always think, "I'll relax after I finish this project". Of course, there are an endless number of projects and relaxation time seldom comes.
2. People who procrastinate when it comes to quiet, reflective, introspective thinking time know that there is a need for such thinking activities but put it off until another day.

Tools and Tips for Getting Organized

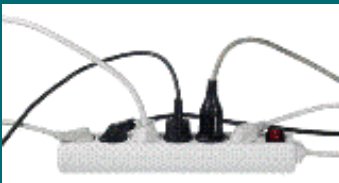
There are lots of items, containers, and shelving units available to get and keep you organized. Here are some tools and tips you may or may not be familiar with for getting organized.

Clean Up

An organized workspace helps with focus. Make sure your workspace for projects is organized in a way that you are at your productive best. Make your workspace work for you. Each of us is different in this respect. While some people seem to thrive in chaos, most of us find that a cluttered desk contributes to a cluttered mind. Quality programs have helped technicians organize their workspace in a way that they can reach for a tool without even looking. After it has been used, the tool is returned to its location. Keep the things you use frequently close to your workspace. File or store others.

A Cord Holder

The cord holder winds up any loose cords so that you can avoid cluttered cord leftovers, and avoid the danger of tripping on loose cords.



Storage Boxes

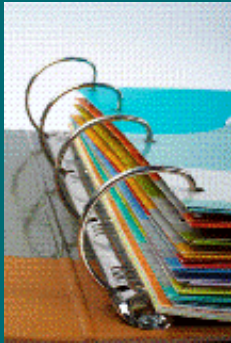
These can be used for those files from last year that you don't want to discard

yet, but you probably won't need to access.



Reference System

Some reference systems are rotary and some are modular. Either way, they provide quick and easy access to the papers you reference frequently.



Stackable Baskets

Many professional organizers recommend a set of three baskets: File, Read Later, or Do. Trash goes immediately in the trash.



Recycling

Visit your local waste authority's website for how you can recycle. Not only is it a good practice as a local citizen or business, but keeping paper, plastic, aluminum and cardboard separate can help keep an area looking more organized.

- 3. Some people procrastinate when it comes time to tackle jobs that involve little interaction with others, or even worse, negative interaction or conflict with other people.
- 4. Some people procrastinate when it comes time to make a final decision on something. Since there is always more information to be gathered, more data to be analyzed and something more to know, they put off decision--making activities.

Although each of us procrastinates, procrastination is a personal thing. To conquer your procrastination, become aware of how and when you procrastinate. To change the pattern, recognize when you are procrastinating and intentionally do the activity or task that you are avoiding.

Question: I recently attended a workshop at the Tero Learning Center and was fascinated by the features that were in place to improve productivity and mood. Are there similar things I can do in my cubicle work environment?

Tero says: There are many things that contribute to a productive environment both at home and in the workplace. Many require very little space or financial investment. Here are a few:

- Healthy, live plants such as philodendrons, peace lilies and bamboo palms remove pollutants from the air, increase negative ionization and raise oxygen levels which results in productivity improvements.
- Go for a walk on a break or lunch hour. Physical activity creates an adrenal response critical to coping with challenges, improving mental functioning and increasing oxygen flow to the brain, which helps you think better.
- A high-protein snack (especially mid-afternoon) can boost productivity and attention.
- Introduce colors to evoke your desired mood. The introduction of soft shades of blue and green into the environment is relaxing. Bright colors accelerate the central nervous system. Yellow is fatiguing. Pink zaps energy.

For more information about other research incorporated into the Tero Learning Center to improve the environment (such as music, aroma, personal space requirements, seating, natural light, etc.), [click here](#)

[Click here to ask Tero a question](#)

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Feature Article - And the Times, They are a Changing

by Deborah Rinner

It's January. New beginnings. New promises. Did you make a resolution to yourself to change something this year? Do you want to handle your money better? Find a new job? Lose weight? Spend more time with the kids? Whatever you decided to change, did it involve organizing some aspect of your life differently? Most likely it did.

Amazingly, organization is a central theme and task in our desire to change. Whether we want to change our diet, our closets, our friends, our office space, or our career, organizing is the staple. To be different, to live differently, to change, we have to begin to reorganize our life. How do we best do it?

[Click here for the full article](#)

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Focus On The Critical Few

In the eighteenth century, economist Vilfredo Pareto developed what is popularly known as the 80/20 Rule, or the Pareto Principle. This rule states that 80 percent of the value of a group of activities is generally concentrated in only 20 percent of those activities.

Stated differently, nearly 4/5 of our efforts are wasted.

Just as businesses can improve by focusing on the 20%, so too can our personal lives be improved. Although many, many activities can and are carried out everyday, the critical few are the ones to target in improving your personal effectiveness.

Begin the process of identifying key activities by defining the goals/major priorities that each activity is meant to accomplish. Remember the 80/20 rule - only the critical few!

Keep Recurring Lists

Make check lists for recurring activities. Make a list of travel necessities and keep it in a pocket of your suitcase to save time when packing. If you attend project meetings or training workshops, make a list of the items you will need at each event so you don't have to waste time recreating the list over and over.

Batch Activities

As you plan your day, batch like items of similar importance together (i.e., make all your phone calls at the same time, respond to emails at the same time, coordinate errands to save time).

Maximize Down Time

Use your commute time to learn by listening to books on CDs. Keep reading material next to the phone for the next time you are put on hold.

Professional Development Activity - Organization: Start With Your Closet

Our days begin with getting dressed. Finding and liking what we choose to wear can impact how we feel the rest of the day. Kick the day off with a good start by having a functional closet. Some tips for organizing your closet:

1. Store winter clothes away in the summer, and put summer clothes away in the winter. This will reduce the amount of clothing you'll have to look through and make your selection quicker.
2. Donate or sell retired (no longer worn) clothes and clothes you don't like. If you're not going to wear them anyway, why are they still there?
3. Store away sentimental items in a place where you can still find them, but where they won't be in your everyday lineup. Sentimental items might include wedding dresses, old and worn favorite shoes, heirloom items.
4. Throw away clothing that cannot be donated or sold and that you do not wear, such as odorous workout clothes, stained clothing, and socks with holes in the heels.

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Resources

Parent's Resource Now Available

Raising a teenager is no easy task. Teaching the interpersonal skills is essential, but a heavy challenge for many. Give your children and those you love, who are between the ages of 12-17, the gift of personal and professional development. Tero has designed a resource that consumes as little or as much time as desired, and that is portable and conducive to those busy schedules of soccer, football, basketball, track, speech and drama.



[Click here](#) to learn more about Tero's "Outstanding In Life - A Parent Resource".

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What's New at Tero

Support Miss Iowa this Weekend

Tero is a proud sponsor of the Miss Iowa Scholarship Program. You can support Diana Reed as she pursues the crown at the Miss America Pageant this Saturday, January 26th. For the first time in history, the public can vote for a contestant to be in the Top 15. [Click here](#) to cast your vote for Miss Iowa. You are allowed to vote one time every day. The Miss America Pageant will be aired at 7pm Central Time on The Learning Channel (TLC) on Saturday, January 26, 2008. For more information about the Miss

Keep reading materials in your briefcase for the next delay you experience at a doctor's office or at a business meeting.

Maximize Meeting Time

Be prepared before the meeting. If you are the host, circulate an agenda prior to the meeting. Inform others of what expectations you have of them. Invite only necessary individuals to attend the meeting. Start meetings on time and schedule interesting items first to decrease the number of latecomers.

Develop a reputation for starting meetings on time and finishing early.

Delegate Tasks

Overcome the key barrier to delegation that "I can do it better or it's simpler if I do it myself". When delegating, explain tasks specifically and thoroughly. Paint the larger picture as well as the details so the individual knows not only how to do the task but also why it is important.

Delegate not only tasks but also authority and responsibility. Hold others accountable for tasks that have been delegated. Communicate frequently and provide feedback (both positive and constructive). Recognize progress and success.

Do Things When No One Else is Doing Them

Avoid grocery shopping when the stores are jammed. Run errands during times when everyone else is at work. Plan ahead and do your Christmas shopping in the summer or fall when the stores are less crowded.

Make your commute during slower traffic times.

Schedule Time for Yourself

Set aside blocks of time for no interruptions or simply for catching up.

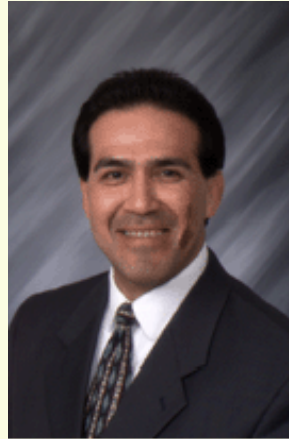
If you are a morning person, think about going to work an hour early. If

Iowa Scholarship Program, visit www.missioawa.com

Tero Facilitator Moves to Lincoln, Nebraska

Carlos Alvarez, a Training Consultant with Tero International for nearly eight years, recently moved to Lincoln, NE with his family. Formerly residing in Phoenix, AZ, Carlos is happy to be back in the Midwest and adjusting to the cool temperatures.

[Click here](#) for Carlos' bio and profiles of other members of the Tero Team.



Tero hosts the ASTD Central Iowa Chapter Annual Celebration

Members of the Central Iowa Association of Training and Development celebrated the past year and looked ahead to the next at Tero's Learning Center on January 18th. It was an evening filled with fun, games, food and drinks, and interesting presentations. Tero will also be hosting a Chapter Meeting on February 8th for members of this association. Visit www.astdiowa.org for more information. For information about how you can rent the Tero Learning Center for your upcoming event, call 515-221-2318 Ext. 203 or [click here](#).

Thank You for Your Support!

Thank you for your support for Farm Safety 4 Just Kids. Because of your efforts, Marilyn Adams is a finalist in the Volvo for Life Awards. Marilyn has been selected as one of three finalists in the Safety category. Now, a panel of judges will choose one winner from the environment, quality of life, and safety categories. If Marilyn wins the safety category, FS4JK will receive \$100,000. Category winners will attend an awards ceremony in New York City on March 19th and the Grand Prize winner will be announced on March 20th.

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Online Resources

Are you a graduate of a Tero workshop? Your feedback is important to us.

[Click here](#) to fill out an evaluation of how your Tero acquired knowledge has impacted your everyday work and life. This opportunity is available in each eZine or you can visit the Tero website at www.tero.com to give us your feedback.

you are most productive later in the day, stay late when most people are gone for the day. Take advantage of flex time if it is an option for you. Most of us are amazed at how much we can accomplish during short periods of quiet time (even 30 minutes).

Remember, every available minute does not need to be spent in activities. An extra hour in the morning devoted to exercise, meditation or planning can move you speedily toward the accomplishment of your most ambitious goals.

Practice Good Habits

Practice good, sound health habits. Maintain a sense of humor, optimism and enjoy the small delights in your life. Learn how to truly relax and how to sleep restfully.

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Inspiration - Things to Think About

Theodore Roosevelt, the twenty-sixth President of the United States (1901-1909), was in the forefront of thinking in his day. As we begin a new year and contemplate the changes we wish to make in our lives, consider this insight offered by President Roosevelt in a speech delivered in Des Moines, Iowa on November 4, 1910.

"I have never in my life envied a human being who led an easy life; I have envied a great many people who led difficult lives and led them well."

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